

## Arhaus Build Sustainable Office Policy

Arhaus Build is a home building company operating out of Ponsonby that focuses on building quality sustainable homes at a fair price. Arhaus Build's goal is to become New Zealand's most sustainable building company. The office of Arhaus Build Ltd is currently occupied by four personnel; the major office expenditures after the rent are telephone bills and office consumables. The Arhaus Build sustainable office policy aims to improve the working space for its occupants while lessening the flow of consumables, energy and water in the office.

Arhaus Build Ltd aims to maximise the benefits and potential of its office space for its workers and visitors while minimising or eliminating any negative impacts. We anticipate finding ways to save paper, minimise general waste, reduce vehicle travel, and decrease power and water consumption. This policy will apply to all Arhaus Build offices and site offices.

Quarterly, we will produce a report on achievements showing how we have performed against our targets and highlighting areas or issues that need further improvement. This one page report will quickly illustrate the change in use of consumables, energy and water, and justify how the office space is conducive to a happy and productive environment.

Specifically, we will address:

Waste

Compare weight of paper waste to weight of paper purchased. Monitor general waste to catch recyclables. Ensure that in-office recycling becomes part of everyday life.

Energy

Monitor power usage and devise ways to consume less energy.

Water

Monitor and reduce water use.

Office Consumables

Monitor use of consumables from toner to note books. Adjust behaviour to necessitate fewer consumables and choose environmentally responsible suppliers.

Car travel

Monitor mileage and work to reduce total car mileage by sharing journeys and by meeting centrally.

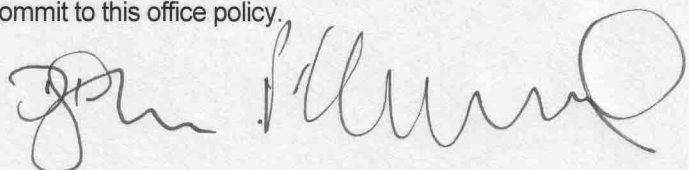
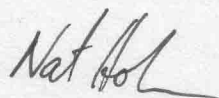
Occupant wellbeing

Monitor employee and visitor comments on the office and how we have responded to those comments.

This policy is a living document which will be reviewed annually and otherwise when necessary. The Arhaus Build 'Sustainable Site Policy' will operate separately and cover the issues of waste management and recycling, safety and wellbeing of builders, natural resources and water and energy conservation. As the company changes, this policy will reflect new behaviour, technologies and processes that Arhaus Build incorporates into the office environment.

All members of the Arhaus office will commit to this office policy.

Signed



by Directors

Dated

27<sup>th</sup> Feb 06

effective from 20<sup>th</sup> February 2006