

# Code of Conduct

The Australian Bedding Stewardship Council Limited (**ABSC**), its members and participants are committed to demonstrating leadership in the responsible and ethical management of mattresses and bedding products throughout their lifecycle. Compliance with this Code of Conduct is a condition of membership of the ABSC and participation in the Bedding Industry Stewardship Scheme (**‘the Scheme’**).

## Definitions

**Member.** A member of the ABSC is an organisation or individual who pays a membership fee, or is an Associate member, and has been approved by the ABSC membership approval process.

**Participant.** A participant of the Scheme can be a manufacturer, importer, retailer or online retailer who is committed to accept collection and/or pass through of the Product Stewardship Fee to the Bedding Stewardship Scheme.

## 1. Application

The ABSC Code of Conduct applies to all members, associate members and participants in the Scheme including, but not limited to manufacturers and importers, upstream and downstream suppliers, retailers and recyclers. It aims to encourage, support and, where appropriate, mandate requirements that will assist the Scheme to responsibly manage end-of-life mattresses and associated products covered by the Scheme.

## **2. The objectives of the Code of Conduct are:**

- To promote the ABSC as the responsible party for operating the Scheme.
- To support the Scheme in delivering a range of benefits to the environment, to human health and safety to the community as a whole, and to industry.
- To ensure members and participants act in the best interests of the Scheme by at all times acting ethically, with integrity, respect and honesty.
- To promote understanding of and compliance with the Code by appropriate employees and supply chain.
- To give confidence to consumers and stakeholders that the ABSC, its members, the Scheme and its participants are responsible corporate citizens.

### 3. Requirements for all members and participants

Members and participants are expected to:

- Actively support and promote the Scheme's purposes as set out in the Scheme Guidelines
- Provide leadership for all sectors of the bedding supply chain and customer base to foster high ethical standards
- Participate in a range of product stewardship activities
- Foster openness and transparency in the implementation of the Scheme's activities
- Ensure relevant company personnel are familiar with the provisions of this Code
- Provide accurate information and data as set out in the Scheme Guidelines or as agreed by the ABSC Board
- Act with courtesy and respect to fellow ABSC members, the Board, ABSC personnel and other stakeholders
- Act to enhance the profile of the Scheme and the resource recovery industry
- Comply with Scheme branding guidelines
- Promote/encourage recycling of mattresses and bedding products according to the Scheme Guidelines
- Ensure any product claims (eg. Environmental or health) made by the member can be properly substantiated<sup>2</sup>
- Keep confidential any information about the operation of the Scheme, ABSC members, other Scheme participants and the ABSC obtained as a result of membership of the Scheme that has been marked as Confidential or has not been made public by ABSC or the "subject" of the information.

*2. See the ACCC Advertising and Selling guide – Environmental claims and AANA Environmental Claims in Advertising & Marketing Code*

#### **4. Requirements for *Manufacturers* (local manufacture and imported)**

In addition to 3 above,

- Subject to any legal requirements, to encourage customers (retailers, commercial, wholesalers) to participate in the Scheme with a view to maximising the recycling of bedding products

#### **5. Requirements for Retailers (of local and imported mattresses) including *Charity and Second-Hand shops***

To achieve our environmental aspirations, in addition to 3 above,

- To not support improper use of manufacturer IP.
- To ensure mattresses and related products are accurately represented to customers in terms of origin and condition.
- Until the ABSC has an evidence-based protocol on health and safety, refurbishing of mattresses should not be supported. Exemptions may be made where the ABSC member obtains approval from the ABSC Board in writing.

## 6. Requirements for *Collectors and Recyclers*

In addition to 3 above,

- Collectors and Recyclers must comply with all relevant legal, regulatory and Scheme requirements, and as a minimum those set out in the ABSC Scheme Guidelines.
- Recyclers must not reskin, support reskinning or provide materials to others that could result in the reskinning of mattresses<sup>3</sup>. Exemptions may be made where the ABSC member obtains approval from the ABSC Board in writing.
- Where possible Recyclers support the employment of those who experience barriers to employment.
- Collectors and Recyclers must ensure safe and environmentally responsible collection, storage and recycling of materials salvaged from end-of-life mattresses.
- Recyclers must comply with the recycling targets set out in the Scheme Guidelines 4
- Collectors and Recyclers are encouraged to seek third party accreditation or equivalent processes / quality systems to indicate compliance with best practice standards including:
  - AS/NZS ISO 14001:2016 Environment Management System;
  - ISO 9001:2015 Quality Management System
- Collectors and Recyclers must be approved/accredited by the ABSC.

3. *Reskinning is a process of replacing the outer textile encasement of an old mattress.*

4. *Targets will be set and approved by the ABSC Board in consultation with members*

## 7. Deemed Obligation

All members of the ABSC and participants in the Scheme will sign this Code of Conduct on joining the ABSC and the Scheme. It is a condition of membership of the ABSC and participation in the Scheme that members and participants undertake to continue to abide by this Code of Conduct.

## 8. Complaints and Dispute Procedures

Any person may refer a complaint against a signatory to this Code to the Code Administrator.

The complaint shall be in writing and shall be addressed to the Code Administrator.

The Code Administrator will seek resolution of any complaint. If the complaint is not resolved in a manner acceptable to the Complainant, the Code Administrator shall:

- refer the complaint to the Board of the ABSC with a summary of the nature of the complaint and, where appropriate, general reasons for that outcome.
- inform the Complainant that the matter has been referred to the Board and advise generally of the procedure that will follow in accordance with the rules of the Association.

All complaints will be reported by the Code Administrator to the Board and be available to all signatories on request. Failure of a member to rectify a complaint in accordance with The Code Administrator and Board requirements may result in expulsion of the member from the Scheme, and withdrawal of any permission to use the Scheme's logo and branding. Any other legal rights of the ABSC will be preserved.

## 9. Monitoring, Review and Amendments

This Code of Conduct may be amended by the ABSC Board. Any interested party may refer comments and proposals for amendment to this code to the Code Administrator.



**10. Code Administrator**

The Code Administrator is:

Chief Executive Officer  
Australian Bedding Stewardship Council Limited  
kroberts@beddingstewardship.org.au  
+61-2-8076 9325

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(Company name) agrees to be bound by the Australian Bedding Stewardship Council Code of Conduct for the duration of our membership of the Scheme.

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**(Signature of authorised person)**

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(date signed)

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(Signatory name)

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(Signatory title)