**Office Furniture and Equipment**

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| Recommended supplier: Complete Business solutions  Contact our account manager Tim Woodley [Tim.woodley@complete.co.uk](mailto:Tim.woodley@complete.co.uk) and inform him that you are a UNISON branch. |

When purchasing office furniture it is recommended that you consider:

That it is fire resistant and adheres to British Standards.

That the specification standard that you should be looking for on furniture for your building is BS 7176:2007.

It is recommended that:

Where possible it should be designed for disassembly to facilitate reuse, refurbishment, repair and recycling.

MFC (no MFD).

FSC wood, textiles from sustainable sources

Low Co2 emission delivery vehicles

Reduced packaging and recyclable.

Ergonomic Office Task Chairs

We can spend hours every week sitting at our desk then consider picking an ergonomic office chair, there is a range of ergonomic desk chairs are designed with perfect posture in mind, so you can sit comfortably all day long. When purchasing a new chair most standard chairs come built with height adjustable lever, adjustable arms, lumbar support and five star castor base.

Spending hours at your desk can result in health and muscle problems, and the cause is usually because of a poor work set up.



Adjust the height of the chair so that your feet rest flat on the floor. Or use a footrest so your thighs are parallel to the floor. If the chair has armrests, position them so your arms sit gently on the armrests with your elbows close to your body and your shoulders relaxed.

Prices start from £189.

Desks

There is a wide choice of desks, with a wide range of options to suit your size and storage needs. Whether they’re providing a surface for computers, laptops, printers, or additional office storage solutions, our office desks are an essential addition to the workspace.

Depending on your space requirements, you can find the right small office desk for you. Whether you need something smaller for your home office

Sizes can vary 800mm – 1600mm length desks A white desk with a black top

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There are also various top colours oak, beech, maple and white.

If you are refurbishing the office our supplier can assist with floor plan layout ensure you choose the right size desks.

As work patterns change if you have requests for sit/stand desks electric or height adjustable desks contact our supplier account manager.

**Social Considerations**

Preference should be given to suppliers that demonstrate ethical employment and trading practice and where possible UK suppliers, manufacturers and distributors to support the local economy.  Factors to consider are Living Wage employer, fairtrade, commitment to reduce negative impact on workers, diversity and inclusion practices, robust modern slavery statement commitments to reduce their negative impact on human rights in their supply chains.