

MEMBERSHIP APPLICATION



Australian Bedding Stewardship Council (ABSC)

The Australian Bedding Stewardship Council (ABSC) is the Administrator of the Recycle My Mattress Product Stewardship Scheme (the Scheme). Membership of the ABSC is open to businesses and organisations that will contribute to the activities and outcomes of the Scheme.

Being a member of the ABSC allows the organisation to use the Scheme branding as set out in the membership pack and may require you to commit to recycling targets (for manufacturers and retailers) and comply with the Scheme's Code of Conduct (see pages 4-7).

Membership categories

The Australian Bedding Stewardship Council (ABSC) membership has three categories. The categories and membership fees are outlined in the tables on page 2.

Associate Members are entitled to participate in general meetings, sub-committees and to use the brand according to the brand guide or other guidance provided by the ABSC. They do not have voting rights. Associate members must sign and abide by the Scheme's Code of Conduct.

Mattress Recyclers can become accredited with the ABSC but are not eligible for membership.

How to Apply

To apply to become a member of the ABSC, please complete page 3 of this Membership Application form, read and sign page 7 of the ABSC Code of Conduct at the end of this document.

Return your Membership Application via email to membership@beddingstewardship.org.au.

An authorised officer must read and accept the ABSC Scheme Guidelines 08/2021. Membership is subject to approval by the Board of the ABSC and is effective when the membership fees are received.

If you have any questions please contact us at membership@beddingstewardship.org.au or call 02 8076 9325.

The Scheme cannot function without members and we thank you for your application and valuable contribution.



ABSC Membership Categories

Tier 1

- 1.1 Australian manufacturers of mattresses
 - 1.2 Importers of mattresses to the Australian market
 - 1.3 Australian retailers of mattresses
 - 1.4 Online Retailer of mattresses or Direct to consumer manufacturer
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Tier 2

- 2.1 Upstream mattress material suppliers
 - 2.2 Downstream component recyclers
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Tier 3 (Associate Membership)

- 3.1 Councils
 - 3.2 Commercial, government and health accommodation sectors
 - 3.3 Waste management operators
 - 3.4 Charity organisations
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ABSC Membership fees as at October 2021

Business Turnover from bedding	Membership fee per year excluding GST	Membership fee due date
Manufacturers, Importers, Supply Chain and Online Retailers		
\$100M+	\$30K per year	100% of the membership fee is due to be paid on 30 June each year or within 30 days of receipt of an invoice. ¹
\$50M-<\$100M	\$15K per year	
\$25M-<\$50M	\$10K per year	
\$10m<\$25M	\$5K per year	
<\$10M	\$2,500 per year	
Retailers		
Per participating store	\$500	30 June annually
< \$10M turnover	\$2500 per year	
Tier 3 Organisations (Associate Membership)		

Contact us at membership@beddingstewardship.org.au or call 02 8076 9325 to discuss membership fees.

1. The ABSC Board may agree to periodic payments in special circumstances



Membership Application Form

Member Category <i>(Refer to the Membership Categories table on page 2)</i>		
Annual AUD turnover from bedding OR No. stores eligible (for retail) OR No. beds (commercial)* if applicable.		
Registered Business Name		
Business ABN		
Business Address		
Applicant's First Name		
Surname		
Position/title		
Email		
Phone (Business)	(Mobile)	
Website		
Name and title of person who will be responsible for signing this application to participate in the Scheme		
Authorised signature <i>For further information about how to insert a Digital ID, please click here.</i>	Date	

- Check this box to give permission to the ABSC to contact you regarding membership.
- Check this box to give permission to the ABSC to publicly acknowledge your application to join the Scheme (business name only) in media and on Recycle My Mattress/ABSC.
- Check this box to give permission to the ABSC to add you to their database and send you member communications.
- I confirm that my organisation has read and will comply with the Scheme Guidelines and the Recycle My Mattress Scheme Code of Conduct. We also agree to sign a Mutual Non-Disclosure Agreement with the Scheme Administrator, ABSC, on acceptance of our membership.

Return your completed Membership Application via email to membership@beddingstewardship.org.au.



CODE OF CONDUCT



The Australian Bedding Stewardship Council Limited (ABSC) and its members are committed to demonstrating leadership in the responsible and ethical management of mattresses and bedding products throughout their lifecycle. Compliance with this Code is a condition of membership of the ABSC and its Product Stewardship Scheme, Recycle My Mattress ('the 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 from time to time.

2. The objectives of the Code of Conduct are:

- 1 To promote ABSC as the responsible party for operating the Scheme.
- 2 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 participants.
- 3 To ensure members act in the best interests of the Scheme by at all times acting ethically, with integrity, respect and honesty.
- 4 To promote understanding of and compliance with the Code by appropriate employees and supply chain.
- 5 To give confidence to consumers and stakeholders that ABSC, the Scheme and its participants are responsible corporate citizens.



3. Requirements for all members

Members 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 as set from time to time
- 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 substantiated²
- 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.

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

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



6. Requirements for 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 08/2021 or later.
- Recyclers must not reskin, support reskinning or provide materials to others that could result in the reskinning of mattresses³
- 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 Guidelines⁴
- 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 14001 series, Environment management system;
 - ISO 9001:2008 Quality management system
- Collectors and recyclers must be approved/accredited by the ABSC.

7. Deemed Obligation

All members of ABSC will sign this Code of Conduct on joining the Scheme. It is a condition of membership of ABSC that members 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.

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



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
vfair@beddingstewardship.org.au
+61-2-8076 9325

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

_____ (Signature of authorised person)

_____/_____/_____ (date signed)

_____ (Signatory name)

_____ (Signatory title)

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