



Environmental Management System Scope Document

OfficeMax operates from over 20 locations in New Zealand covering distribution, retail, sales and shared service activities. This document describes the scope of OfficeMax's Environmental Management System (EMS).

Personnel

All OfficeMax personnel are within the scope of the EMS along with contractors working at OfficeMax premises and all company visitors excluding customers visiting retail stores. OfficeMax personnel are excluded whilst they are outside of work.

Premises

The EMS covers all OfficeMax owned or leased premises and the activities undertaken within each site up to the property boundary.

The EMS will cover any new sites or businesses acquired by OfficeMax New Zealand Ltd.

Equipment

It also covers all equipment and facilities in these premises except items owned by a third party unless operated by OfficeMax personnel. Examples of such exclusions are electrical substations and transformers.

Product

The EMS includes consideration of the environmental impacts of the use and disposal of all OfficeMax products. The EMS also covers the sustainable forestry aspects of OfficeMax's paper products.

OfficeMax encourages all its suppliers to operate with ethical practices around the Environment and human rights. OfficeMax will work with suppliers to ensure supply-chain integrity for its Environmentally-endorsed product range and is likely to include these within the scope of the EMS in the future.

Vehicles

All OfficeMax owned or leased vehicles in business are within the scope of the EMS however it excludes vehicles privately owned and used by contractors and employees.

Suppliers and Service Providers

The EMS does not cover the operations of our suppliers and service providers except where the implementation of our environmental procurement policy applies. Improvements in supply chain operations and criteria used in tenders and the selection of suppliers and their products are also excluded.

Scoping out

The EMS does not cover employees who are temporarily or permanently working from home or from an alternative non OfficeMax site within New Zealand and/or overseas.

OfficeMax does not publish its environmental aspects and impacts. OfficeMax works with its customers and suppliers by sharing its experiences and recommendations to help advance the efforts to improve sustainability internally and externally.

The Scope Document (EMS.4.1) will be annually reviewed using the EMS 4.1.1 Scope review procedure.