

## Purpose

This Sustainability Policy sets out our approach to understanding and managing our environmental, social and governance (ESG) risks and opportunities to support the delivery of our Sustainability Strategy.

## Context

Sustainability is an integral part of doing business at OfficeMax. It is embedded in how we treat our people, through the products we develop, range and sell and how we manage the environmental impact of our operations. We are a large supplier of products and services and recognise the role we play in enabling sustainable workplaces.

OfficeMax's 2026 - 2030 Sustainability Strategy includes three strategic pillars that outline our intended outcomes across People, Product and Planet. Specific targets and initiatives relating to each pillar is realised in OfficeMax's Sustainability Strategy Action Plan.

Our Sustainability Strategy seeks to address our highly material topics as determined by engagement with our key internal and external stakeholders.

<u>PEOPLE</u>	<u>PRODUCT</u>	<u>PLANET</u>
Supporting positive social outcomes for all people at OfficeMax and in our community	Upholding ethical supply chain practices and enabling our customers access to sustainable product alternatives	Reducing the environmental impact of our business operations

Our Sustainability Policy is also supported and complemented by our Responsible Supplier Code (RSC), Sustainable Product and Packaging Guidelines (SPPG), and Modern Slavery Policy.

## Scope

This Sustainability Policy covers all locations and operations in New Zealand and applies to all OfficeMax employees, contractors and suppliers.

## Policy Detail

### **People: Supporting positive social outcomes for all people at OfficeMax and in our community**

Our strong health and safety measures ensure our people, customers and suppliers are protected and can operate with maximum continuity and minimal disruption. Our actions include:

- Continuing to implement our workplace health, safety and wellbeing management system
- Business continuity and emergency planning, covering our operations
- Independent auditing of our health and safety practices by: Ministry for Primary Industries to maintain compliance with food safety and imported goods requirements; Environmental Protection Authority (EPA), to maintain requirements under the Health and Safety at Work (Hazardous Substances) Regulations 2017.

We also recognise the important part we have to play in supporting equality and in celebrating diversity within our workplaces and communities. We do this through:

- Our employee diversity, equity, inclusion, and belonging programme
- Our community investment framework focuses on education, which plays a vital part in enabling societal equality for our tamariki in Aotearoa.

### **Product: Upholding ethical supply chain practices and enabling our customers access to sustainable product alternatives**

It is of high importance to OfficeMax that the products we range for our customers have been manufactured/ sourced from an ethical supply chain. OfficeMax is committed to delivering on this by:

- Ensuring all our suppliers are aligned with our Responsible Supplier Code (RSC)
- Delivering on our Modern Slavery commitments.

OfficeMax understands that the greatest impact we can have in sustainability is through enabling our customers. By developing, ranging and providing credible information on sustainable products we make it easier for our customers to make more sustainable purchasing decisions. We do this by:

- Developing and transitioning our own brand products and their packaging through our Sustainable Product and Packaging Guidelines (SPPG)
- Growing our product range to include more sustainable product options that meet our customers' growing and diverse needs
- Maintaining the records of all sustainability flagged products on our website to ensure OfficeMax can substantiate all claims
- Providing customers with reporting on their current and possible sustainable product purchases to empower them in choosing products that support their sustainability goals.

## Planet: Reducing the environmental impact of our business operations

OfficeMax is committed to managing and reducing the impact our operations have on the environment and our direct contribution to climate change. Our commitments to protecting the environment and preventing pollution include:

- Monitoring, reducing, and reporting on our environmental footprint and greenhouse gas emissions
- Setting a science-aligned target to reduce our absolute scope 1 and 2 (location-based) greenhouse gas emissions in-line with a 1.5 degrees of warming pathway
- Supplementing our purchased electricity use with our own renewable solar power generation
- Reducing the amount of waste generated on site and packaging used in parcel deliveries that creates waste for the customer
- Donating obsolete and unsaleable stock to our charity partners, providing a positive social impact, and diverting these products from landfill
- Complying with or exceeding all requirements of environmental legislation relevant to our operations
- Continual improvement of our environmental management system to evolve the environmental performance of our activities.

## Awareness and Advocacy

Our people understand the importance sustainability at OfficeMax and the role they play in integrating this within their daily business activities. This is supported by:

- Understanding this Sustainability Policy and how they can support our Sustainability Strategy
- Providing access to training, tools, and templates as appropriate, for measuring and managing our sustainability impacts
- Creating and managing workplaces that reflect our commitment to sustainability
- Communicating the progress we have made in sustainability to internal and external stakeholders throughout the year
- Reflecting our sustainability practices through the products and services we offer our customers
- Taking a collaborative approach to supporting our customers with their sustainability goals.

## Governance

This policy is endorsed by our Managing Director and Sustainability Governance Group. Responsibility for governance and reporting of our sustainability performance rests with our Managing Director. Our Senior Sustainability and Sustainability Governance Group have responsibility for the day-to-day management of our Sustainability Strategy. Our Sustainability Kaitiaki assist with the implementation of smaller scale, staff led initiatives.

This policy will be publicly available on the OfficeMax web site and displayed in all premises and provided to all staff and contractors or agents working on behalf of OfficeMax.

**This policy will be reviewed annually.**