

# OfficeMax®

## Sustainability Policy

*Owner: Sustainability Consultant*

*Last Reviewed: January 2020*

*Next Review: January 2022*

OfficeMax New Zealand Limited is committed to the conservation, protection and enhancement of the environment. In meeting this commitment, OfficeMax will conduct all activities with a high standard of sustainability care and be committed to the reduction and prevention of pollution.

OfficeMax will:

- Meet or exceed compliance requirements with all applicable sustainability legislation and regulations, codes of practice, standards or guidelines and those agreements to which OfficeMax is a signatory
- In conjunction with local, national and other agencies, promote and raise awareness of good sustainability management policies and practices among staff and other stakeholders
- Set, monitor and review objectives and targets to continually improve and review our sustainability performance
- Reduce consumption of energy and minimise waste through internal fuel, power and waste to landfill environmental impact reduction programmes.
- Ensure our procurement activities take into account sustainability impacts for supplies and services sourced from New Zealand and overseas
- Offer a wide range of sustainability certified products
- Reduce and where possible prevent pollution from operations
- Ensure this Sustainability Policy is communicated as appropriate to all our stakeholders, and all visitors and people working on our premises
- Encourage all employees to participate in efforts to protect and improve the environment
- Provide training to all employees to ensure they have appropriate knowledge on how to reduce our impact on the environment

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.

OfficeMax New Zealand Limited

Date: 31 January 2020



Kevin Obern  
Managing Director NZ