



ENVIRONMENTAL
SUSTAINABILITY POLICY



OWNER

OFFICE PRODUCTS DEPOT National Support Centre (NSO)

Last Reviewed - July 2020

Next Review - July 2021

INTRODUCTION

At OFFICE PRODUCTS DEPOT, we take operating in a sustainable manner seriously and recognise that we must operate in the market meeting the needs of our customers, whilst not adversely impacting the environmental needs of tomorrow.

OFFICE PRODUCTS DEPOT recognises the importance of a sustainable approach to our operations across our network of Dealerships and Supplier Network, including our distribution and logistics partners.

Operating in a sustainable manner is a key business principal that as an organisation we embrace. We do this by ensuring OFFICE PRODUCTS DEPOT works efficiently, minimises waste, maximises resources and does everything in its power to protect the environment in the most sustainable way possible. OFFICE PRODUCTS DEPOT encourages all employees, suppliers and partners to operate in a sustainable manner in their dealings with the OFFICE PRODUCTS DEPOT Group and to work to the same standards.

OFFICE PRODUCTS DEPOT is committed, not only to complying with applicable laws in all of its operations, but to minimize risks and impact through the development of robust and documented systems to implement, measure, monitor and disseminate excellent environmental performance both within its operations and to the broader community.

POLICY

OFFICE PRODUCTS DEPOT commits to conducting its operations with a high standard of environmental care, therefore minimizing its impact on the environment through:

- Meeting or exceeding compliance requirements with all applicable environmental legislation, codes of practice, standards and guidelines;
- Providing a safe and healthy workplace;
- Offering a range of environmentally certified products;
- Ensure our procurement activities consider the environmental impact of suppliers and services sourced from New Zealand and overseas;
- Having an environmentally aware culture, where responsibility is assigned and understood;
- Being an environmentally responsible organization;
- Conserving natural resources by reusing and recycling and being responsible with the use of energy throughout the organization;
- Using, in our own operations, processes that do not adversely affect the environment;
- Participating in efforts to improve environmental protection and understanding;
- Taking steps to continually improve environmental performance;
- Conducting audits, evaluations, and self-assessments of the implementation of this policy;
- Working with suppliers who promote sound environmental practices and with their recycling initiatives;
- Encouraging all OFFICE PRODUCTS DEPOT employees to participate in efforts to protect and improve the environment; and
- Enhancing awareness among our employees, educating and motivating them to act in an environmentally responsible manner.

This policy will be publicly available on the OFFICE PRODUCTS DEPOT website, displayed in all OFFICE PRODUCTS DEPOT premises, provided to all staff, suppliers or contractors working for, or on behalf of OFFICE PRODUCTS DEPOT.

AUTHORISATION

OFFICE PRODUCTS DEPOT NZ

Date: January 2020



Grant Sheridan
General Manager NZ

SUSTAINABILITY & YOUR OFFICE

OFFICE PRODUCTS DEPOT carefully selects Preferred Suppliers to work with that actively encourage and support sustainable practices within their business and their product manufacturing. Compliant products we range that are certified with environmental accreditations are indicated both in our physical range publications and on the OFFICE PRODUCTS DEPOT website.

Below are our key Product Accreditations.



Environmental Choice New Zealand is the New Zealand Ecolabelling Trust's voluntary, multiple specifications based environmental labelling programme. It operates to international standards and principles. Initiated and endorsed by the New Zealand Government, Environmental Choice recognises the genuine moves made by manufacturers to reduce the environmental impacts of their products, and provides a credible and independent guide for consumers who want to purchase products that are better for the environment.



To achieve carbon neutrality certification under the NCOS Carbon Neutral Program, an entity must measure its carbon footprint, reduce emissions where possible, and purchase NCOS eligible abatement to offset the remaining emissions. The entity must also develop a plan for management of emissions which includes the management framework, systems, and processes in place to effectively manage the carbon neutral commitment from start to end, as well as prepare a summary of emissions and actions under the program for public disclosure. All of these activities must be independently verified.



The Australasian Furnishing Research and Development Institute (AFRDI) is an independent not-for-profit technical organisation providing standards, testing, product certification and research for buyers and sellers of furniture. AFRDI Blue Tick certification is granted to suppliers whose products meet the required standard – in our case AS/NZS 4433:1997:2005 height adjustable swivel chairs. For more information, please visit:

<http://www.furtech.org.au/>



Good Environmental Choice Australia is the voluntary environmental labelling standard developed by GECA and is a scientifically recognised benchmark for environmental performance. GECA has mutual recognition with the Green Seal (USA) and Blue Angel (Germany) ecolabelling programmes and is a member of the Global Eco-labelling Network (GEN), which includes Euro Flower (EU) and Environmental Choice NZ ecolabelling programmes.



Programme for the Endorsement of Forest Certification is a scheme for auditing forestry operations, taking into account the effects on the environment. Paper that is totally derived from resources which are managed to ensure their renewability for generations to come. Elementally Chlorine Free pulp is bleached using processes that do not use elemental chlorine gas, reducing significantly the amount of toxins released. The international standard that guarantees paper for archiving.



GREENGUARD is one of the world's most respected environmental certifications. It certifies that product chemical emissions are at safe levels, in view of minimising indoor air pollution and potential chemical exposure. Scientifically tested for chemical emissions. Products certified to GREENGUARD Gold undergo rigorous scientific testing in the USA to meet some of the world's most stringent chemical emissions requirements. Components and complete products are tested. More than 360 chemicals are assessed and 10,000 chemicals are screened for.



Green Tag is the National Certification mark in Australia and New Zealand for the Green Building Council, a recognised third party certifier. Green Rate and LCA Rate certifications combined make Green Tag one of the world's best product certification schemes. Green Rate indicates you can trust that products certified to A, B, or C level are healthy and eco-friendly having been certified based on their toxicity and emissions, resource efficiency, durability, and corporate social responsibility.



Paper accredited with the ISO 9706 logo has been manufactured to remain in good condition for many years, making it particularly suitable for financial, legal and other important documents.
Forest Stewardship Council nz.fsc.org

Love your planet

3 easy ways to start making a difference in your office:

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Ask us for greener alternatives to your current purchases.

Recycle products with recyclable content. Don't forget to recycle the packaging too!