

UK & Ireland Environment Policy

At Office Depot we are committed to excellence in all aspects of our business, which includes a programme of continual improvement to assess and reduce all environmental aspects and their impacts. Our environmental policy is endorsed at Board level and encompasses all elements of our service provision.

Our commitment to environmental issues is expressed in our global environmental strategy through the four value-chain concepts to increasingly **Be Green, Buy Green, Sell Green and Tell Green.**

Be Green

We regard compliance with legislation as a minimum standard and go beyond compliance wherever reasonably practical. To ensure we are aware and compliant with both current and future requirements our legislation register is reviewed at least annually by external specialist solicitors.

All our UK & Ireland sites are certified to environmental management system standard EN ISO14001:2004 supported by a programme of targeted and monitored initiatives to reduce our environmental impacts and prevent pollution. Our reduction programmes include:

Carbon Emissions - Commitment to reducing our carbon footprint was demonstrated with the achievement of the Carbon Trust Standard. An energy reduction of 5.41% was verified, with a target to reduce it by a further 3% in 2011.



Awarded to:
Office Depot
International (UK) Ltd

Waste & Recycling - The development of a cost-effective waste management system for all sites that meets legal requirements has increased recycling and waste to energy initiatives. This has meant that 90% of waste produced is diverted from landfill.

Buy Green

As part of our product stewardship objective to ensure open and transparent information, independent consultants verify environmental product claims, wood-fibre sources and supplier credentials. Claims are verified against the Green Claims Code using clearly defined criteria enabling customers to choose from products that comply with UK Government Timber Procurement Policy and DEFRA Quick Wins as well as eco-labels.



We are members of the World Wildlife Fund's Forest and Trade Network (WWF UK-FTN), working together to increase the number of products, which can be proven through third party verified information, to come from well managed forests, promoting and monitoring responsible management of the world's forests.

Our commitment to offering customers certified wood-fibre sources extends through chain of custody certification to both the Forest Stewardship Council (FSC) and Programme for the Endorsement of Forest Certification Schemes (PEFC).

Sell Green

Product choice grows year on year with over 1,800 products with externally verified environmental claims available in 2011.

The introduction of deliveries by cargo cycle in central London has reduced the kgCO₂e per parcel by 62%*. The delivery fleet emissions were calculated at 2.33kgCO₂e per order delivered.

* Impact assessment calculated by University of Westminster

Collection schemes for the take-back of used products from customers will continue to be developed in addition to those already available like toner and inkjet cartridges, electrical equipment and batteries.



Tell Green

We support customers to make informed purchasing decisions by increasing awareness of environmentally preferable products and impacts of behaviours through the provision of transparent reporting and publications. We will continue to actively work with customers to assist them in achieving their environmental objectives and reduce their impact.

An internal and external audit programme together with results against key performance indicators continuously monitors compliance and performance. Progress of environmental performance is reported to all internal associates on a monthly basis. Details of our performance is communicated annually to our external stakeholders in our global Corporate Citizenship Report.

Initiated by:

Handwritten signature of Jackie Buckwell in black ink.

Date: July, 2011

Jackie Buckwell

Corporate Environment Manager

Approved by:

Handwritten signature of John Moore in black ink.

Date: July, 2011

John Moore

VP & Country Manager UK & Ireland