

## UK & Ireland Environment Policy

At Office Depot, we are committed to excellence in all aspects of our business; as such, we operate 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 which are to increasingly **Be Green, Buy Green, Sell Green and Tell Green.**

### Be Green

We regard compliance with legislation and with other requirements to which we subscribe as a minimum standard and go beyond compliance wherever reasonably practical.

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

Greenhouse Gas Emissions - As part of Office Depot's commitment to the third-party assessment of its environmental data, our annual UK & Ireland greenhouse gas footprint report is independently assured to ISO14064-1.

Waste Management - All of our sites operate a "zero waste to landfill" policy with a target of recycling 90% of our waste and the balance being disposed of in waste to energy plants.

We benchmark and keep up to date with industry best practice through participation in and assessment by Achilles UVDB Verify, the Furniture Industry Sustainability Programme and the Logistics Carbon Reduction Scheme.

### 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, which enables customers to choose from products that comply with UK Government Timber Procurement Policy and DEFRA Quick Wins as well as eco-labels.



*Office Depot, as a GFTN participant, is committed to a stepwise approach towards responsible purchasing and forestry practices which means: buying from legal and known sources, excluding controversial sources and aiming for credibly certified sources such as FSC.*

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

## Sell Green

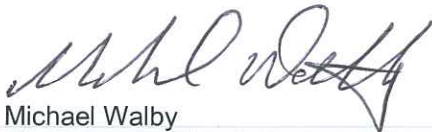
Customers can choose from a total of over 4,000 products with externally verified environmental attributes, 2000 of which are in the 2017 Office Depot catalogue. In 2017, 21% of the products in our catalogue have a verified claim.

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

## Tell Green

We support customers to help them make informed purchasing decisions by increasing awareness of environmentally preferable products and the impacts of purchasing 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 reducing their environmental impact.

An internal and external audit programme, together with results against key performance indicators, continuously monitors our compliance and performance.



Michael Walby  
VP Contract Sales & Country Manager UK & Ireland