

## **2019/20 UK & IRELAND COMPLIANCE OVERVIEW**

### **Accreditations and Participations**

The breadth of Office Depot UK's accreditations and participations demonstrate a genuine commitment to sustainability.

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#### **ISO 14001, ISO9001 and ISO45001**

In 2019 we transitioned from Occupational Health & Safety Management System Standard OHSAS18001 to ISO45001. This meant we could incorporate our environment, quality and health and safety management systems into an Integrated Management System, which is independently audited by Lloyd's Register to ensure compliance.

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#### **ISO 14064-1**

As part of Office Depot's commitment to third party verification of its environmental data the annual UK & Ireland greenhouse gas footprint report is independently assured to ISO14064-1. Details of our footprint can be seen below.

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#### **Achilles UVDB**

Office Depot scored 100% our 2019 Achilles UVDB audit. Achilles UVDB independently assess potential suppliers against health and safety, environment, quality assurance and social compliance criteria set by utilities organisations.

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#### **Furniture Industry Sustainability Programme**

FISP demonstrates that a furniture manufacturer or reseller is taking its environmental and corporate social responsibility obligations seriously.

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#### **Royal Warrants**

Royal Warrants are a mark of recognition to companies that have demonstrated the highest standards of service and excellence. Office Depot is proud to hold two Warrants granted by HM The Queen and HRH The Prince of Wales.

The Warrant from HRH The Prince of Wales is only issued to organisations that can demonstrate a robust environmental policy and commitment to sustainability.

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#### **World Wildlife Fund (WWF) Timber Scorecard - 2019**



Once again we achieved the highest possible rating of three trees, earning the company recognition for its commitment to responsibly sourcing timber products.

The WWF Timber Scorecard 2019 is a three-part procedure which determines the dedication of businesses in acting in a more environmentally friendly manner with regards to timber products. Office Depot has maintained its high score, after first achieving 'three trees' back in 2017. A total of 122 businesses were involved in the report and only 43 achieved the highest rating.

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## 2019/20 Results

### Product Claims

Across the European region we have over 9,000 skus with environmental claims. Approximately 4,300 of these products are ranged to the UK and Ireland with approximately 1,760 available in the 2020 Office Depot UK catalogue. This equates to 22% of the catalogue products carrying a verified claim. Of the 1,760 “green” catalogue products, 1017 are own-brand.

	Number of products with environmental attributes		% of products with environmental attributes	
	OD Catalogue	Own-brand in OD Catalogue	OD Catalogue	% of own-brand in OD Catalogue
2019	1596	995	20.18%	12.58%
2020	1760	1017	21.84%	12.62%

The evidence required for an environmental product claim to be made is agreed with external consultants, Newleaf Sustainability Practice, who then independently verify the information provided by the suppliers before a claim is made to our customers. The details of the claims and their criteria are documented in the Environmental Claims Guide.

### Waste Management

Site Waste (Tonnes)	2018			2019		
	UK	IE	UK & IE	UK	IE	UK & IE
<b>Total Waste</b>	1537	62	1599	1318	24	1342
<b>Total Recycled &amp; Recovered</b>	1412	60	1472	1244	22	1266
<b>Recycling %</b>	<b>92%</b>	<b>97%</b>	<b>92%</b>	<b>94%</b>	<b>92%</b>	<b>94%</b>
<b>Total Waste to Energy</b>	125	2	127	74	2	76
<b>Waste to Energy</b>	<b>8%</b>	<b>3%</b>	<b>8%</b>	<b>6%</b>	<b>8%</b>	<b>6%</b>
<b>Total Diverted from Landfill*</b>	1537	62	1599	1318	24	1342
<b>Landfill Diversion %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

\* excludes sanitary waste. Leicester recycling rates based on MRF average

- Zero waste to landfill was achieved for the sixth consecutive year.

### **Empty Ink & Toner Cartridges Returned for Recycling / Remanufacture in 2019**

UK & IE	Quantity Re-usable	Quantity Materials Recovered	Total Quantity
Fusers	45	12	57
Inkjets	1,048	2,860	3,908
Ink tanks	1,438	7,089	8,527
Lasers	40,331	18,206	58,537
Unpulled	1,628	0	1,628
Waste	0	23,016	23,016
<b>Total</b>	<b>44,490</b>	<b>51,183</b>	<b>95,673</b>

Customers can return empty toner and inkjet cartridges for remanufacture or recycling.

Add code 5006610 to your order for a free recycling box.

When full a registered waste carrier will collect the box.

## **Energy Consumption**

Our greenhouse gas report is independently verified to ISO14064-1:2006 by SGS.  
Verification number CCP254913/12/06/2020

Actual Usage Comparison	Tonnes CO2e			
	2019	2018	2017	2016
<b>Scope 1</b> (gas and diesel oil, refrigerants, owned delivery vehicles, propane, fire extinguishers and company cars)	1786	2004	3070	4203
<b>Scope 2</b> (purchased electricity)	420	2785	3620	4273
<b>Scope 3</b> (third party deliveries, hire cars, business travel Inc. hotel stays and electricity transmission and distribution)	6050	6354	6098	9726

## **Carbon Neutral Deliveries**

In 2019 Office Depot purchased 5,700 tonnes of carbon offset certificates from ClimatePartner to offset the emission created by the transport of goods from our warehouses to customers in the UK and Ireland. Therefore enabling us to provide carbon neutral deliveries to our customers.

This initiative continues in 2020 with investment in Verified Carbon Standard (VCS) offsets in wind energy in Tamil Nadu, forest protection with sustainable Brazil nut cultivation and cook stoves providing families in Eastern Zambia access to efficient cooking methods.

### **Wind energy in Tamil Nadu**

The project consists of 24 wind turbines with a total output of 31.5 MWh. The facilities are located in the Tirupur, Tirunelveli and Anthyur districts in the state of Tamil Nadu. The electricity from the wind farm displaces the electricity from fossil-fueled power plants and thus promotes the expansion of renewable energies in India.



### **Forest protection with sustainable Brazil nut cultivation**

In this project, 400 local families are working together to protect 300,000 hectares of primary rainforest in the Amazon region. The forest is their livelihood and habitat for countless animal and plant species. However, illegal deforestation is also increasing due to the increasing development of new roads. Through this project, the families receive land rights and thus sustainable sources of income, for example through the cultivation of Brazil nuts. Illegal logging thus becomes unattractive. The small farmers receive micro-credits, support with marketing and transport and even guidance on further processing methods, such as the production of soap and oil.



Felicitas Ramirez from the municipality of Alegría: "Thanks to the project we can take care of our forest and ourselves. From now on everything will be better."

### **Efficient cooking in Zambia**

This project saves greenhouse gas emissions by giving families in eastern Zambia access to efficient cooking methods. Traditionally, most families in Zambia cook on three stones over an open fire. A lot of energy is lost without any use and cooking as well as gathering firewood is very time-consuming. In addition, there are harmful pollutant emissions and accidents with burns. The new furnaces have an insulated combustion chamber and are covered with brick stones. On average, they use 50 percent less firewood, thus saving time and money. Thanks to the carbon finance, the stoves are sold at a subsidised price and even the poorest households can afford them. A project team explains the advantages of the new stoves to the families and supports them in switching from the traditional to the new cooking method. So far, some 40,000 households and 200,000 people have benefited from the project.

