

## Health and Safety Policy Statement

We are committed to an overall goal of ensuring everyone should leave any Office Depot facility free from harm every day.

To help us achieve this vision we require everyone connected with our activities to:

- Ensure all are committed to the principle that all accidents and incidents are preventable
- Always take the time necessary to do activities safely
- Never knowingly walk past an unsafe act or condition

By following these principles and *Thinking* we will ensure that safety risk management forms an integral part of our day-to-day working practices.

These policy requirements are achieved by Office Depot primarily through effective organisational and management arrangements, and specifically through:

- Actively promoting a culture to challenge unsafe behaviour;
- Investing in building a competent and capable organisation to deliver consistently high levels of operational and health and safety performance, supported by strong visible health and safety leadership;
- Providing safe and healthy working conditions for the prevention of work related injury and ill health;
- Adopting best practice and improving standards by working with our customers, contractors, suppliers, industry bodies and regulators whilst fulfilling legal and other requirements to which Office Depot subscribes;
- Our commitment to eliminate hazards and reduce risks using the hierarchy of controls;
- Actively communicate and consult with workers and encourage participation, across the organization;
- Monitoring our progress against strong health and safety objectives and targets to continually improve our performance;
- Ensuring those working on our behalf adopt a culture similar to our high standards of Health and Safety;
- Reflecting on lessons learned and their actions;
- To achieve our health and safety goals, we have established a culture of continuous improvement (CI). Our CI programme ensures that we agree, drive and communicate focused improvement goals and monitor progress;
- We will openly communicate our Health and Safety policies, procedures and performance to all interested parties on request.

By adopting this policy the Senior Management Team commits to the provision of the requisite resources, priorities and training to fulfil its obligations and requires all associates to comply with the requirements of the Safety Management System and this policy.



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