

## 2017/18 UK & IRELAND ENVIRONMENTAL OVERVIEW

### Accreditations and Participations

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



#### ISO 14001:2015

Office Depot has maintained an ISO 14001 certification in the UK & Ireland since 2002. Independent accreditors LRQA regularly audit the company's Environmental Management System to ensure compliance with the standard.



#### 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.



#### Achilles

Achilles UVDB and Achilles Building Confidence helps organisations manage risk within their supply chain by assessing potential suppliers against health and safety, environment, quality assurance and social compliance criteria.



#### Furniture Industry Sustainability Programme

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



#### WWF Global Forest & Trade Network - UK

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®.

Along with the other WWF UK-GFTN members, we have also taken the additional step of publishing our annual report together with details of our priorities and challenges enabling other companies to benchmark themselves and learn from our experiences. The report is available on our Office Depot and Viking Direct websites.



The mark of responsible forestry

## Forest Stewardship Council®

Office Depot UK and Ireland are FSC® chain of custody certified.

Chain of Custody certification from forest to end-user ensures that FSC materials and products have been checked at every stage of processing so that customers purchasing FSC labelled products can be confident that they are genuinely FSC certified. FSC works to improve forest management worldwide, and through certification creates an incentive for forest owners and managers to follow best social and environmental practices. FSC certified products are easily identified in our catalogues and on-line.



## Programme for the Endorsement of Forest Certification

PEFC is the world's leading forest certification organization. An international non-profit, non-governmental organization dedicated to promoting sustainable forest management.

PEFC certified products are easily identified in our catalogues and on-line.



## 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.

## 2017/18 Results

### Product Claims

Across the European region we have over 7,500 skus with environmental claims. Approximately 4,000 of these products are ranged to the UK and Ireland with approximately 1,700 available in the 2018 Office Depot UK catalogue. This equates to 22% of the catalogue products carrying a verified claim. Of the 1,691 "green" catalogue products, 952 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
2016	2020	984	21.39%	10.42%
2017	1983	992	21.38%	10.70%
2018	1691	952	21.87%	12.31%

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 are documented in BMS Manual Annex ENVTs Product Claims Criteria.

### Waste Management

Site Waste (Tonnes)	2016			2017		
	UK	IE	UK & IE	UK	IE	UK & IE
<b>Total Waste</b>	2284	154	2439	1946	111	2057
<b>Total Recycled &amp; Recovered</b>	1964	152	2116	1756	107	1863
<b>Recycling %</b>	<b>86%</b>	<b>99%</b>	<b>87%</b>	<b>90%</b>	<b>96%</b>	<b>90%</b>
<b>Total Waste to Energy</b>	320	2	323	191	4	195
<b>Waste to Energy</b>	<b>14%</b>	<b>1%</b>	<b>13%</b>	<b>10%</b>	<b>4%</b>	<b>10%</b>
<b>Total Diverted from Landfill</b>	2284*	154	2439	1946*	111	2057
<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

- Zero waste to landfill was achieved for the fourth consecutive year.
- We recycled or recovered 90% of the waste generated in the UK and 96% in Ireland, therefore achieving our 90% target. In 2017 we changed our waste management company in Leicester and now send the general waste and mixed recycling from our head office facility to a mixed recycling facility (MRF) for pre-treatment, therefore separating more recyclate before the balance goes to waste to energy. This change will be made in our Ashton site during Q1 2018.

## Empty Ink & Toner Cartridges Returned for Recycling / Remanufacture in 2017

UK & IE	Quantity Re-usable	Quantity Recovered	Total Quantity
Fusers	92	15	107
Inkjets	4939	1093	6032
Ink tanks	2357	3488	5845
Lasers	6604	30634	96698
Waste	0	55460	55460
<b>Total</b>	<b>73452</b>	<b>90690</b>	<b>164142</b>

Customers can return empty toner and inkjet cartridges to Office Depot for remanufacture or recycling rather than them ending up in landfill. Toner recycling boxes can be ordered using product code 5006610. When full a registered waste carrier will collect the box.

## Energy Consumption

Our greenhouse gas report is independently verified to ISO14064-3 by SGS. Verification number CCP254913/1/2017/06/2018/REV1.

Actual Usage Comparison	Tonnes CO2e		
	2017	2016	2015
<b>Scope 1</b> (gas and diesel oil, refrigerants, owned delivery vehicles, propane, fire extinguishers and company cars)	3070	4203	4695
<b>Scope 2</b> (purchased electricity)	3620	4273	4984
<b>Scope 3</b> (third party deliveries, hire cars, business travel and electricity transmission and distribution)	6098	9726	8074