

OfficeMax®

Sustainability Policy

Owner: Health, Safety and Sustainability Manager

Last Reviewed: January 2018

Next Review: January 2020

OfficeMax New Zealand Limited is committed to the conservation, protection and enhancement of the environment. In meeting this commitment, OfficeMax will conduct all activities with a high standard of environmental care and be committed to the reduction and prevention of pollution.

OfficeMax will:

- Meet or exceed compliance requirements with all applicable environmental legislation and regulations, codes of practice, standards or guidelines and those agreements to which OfficeMax is a signatory
- In conjunction with local, national and other agencies, promote and raise awareness of good environmental management policies and practices among staff and other stakeholders
- Set, monitor and review objectives and targets to continually improve and review our environmental performance
- Reduce consumption of energy and minimise waste through internal fuel, power and waste to landfill environmental impact reduction programmes.
- Ensure our procurement activities take into account environmental impacts for supplies and services sourced from New Zealand and overseas
- Offer a wide range of environmentally certified products
- Reduce and where possible prevent pollution from operations
- Ensure this Environmental Policy is communicated as appropriate to all our stakeholders, and all visitors and people working on our premises
- Encourage all employees to participate in efforts to protect and improve the environment
- Provide training to all employees to ensure they have appropriate knowledge on how to reduce our impact on the environment

This policy will be publicly available on the OfficeMax web site and displayed in all premises and provided to all staff and contractors or agents working on behalf of OfficeMax.

OfficeMax New Zealand Limited
Date: January 2018



Kevin Obern
Managing Director NZ