

Human Resources

Policy name	Environment	Applies to	Staples Australia and New Zealand, all sites and businesses
Category	Integrated Management System	Subcategory	Environmental Management System
Author	Sasha Culjkovic / Emma Egel	Owner	Michael Oakley Knight
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Approved by	Executive Leadership Team	Policy/version number	IMS_POL_002_V02

1 Purpose

The purpose of this policy is to outline our environmental philosophy and commitment.

Our philosophy towards environmental management is ingrained in every part of our business from sourcing and supplying a range of environmentally-preferable products for customers to operating sustainable facilities and promoting environmentally responsible behaviour in all employees and contractors.

2 Scope

This policy applies to all Staples sites and businesses with Australia and New Zealand.

3 Responsibilities

All associates and contractors at all levels of the business have a responsibility to comply with all relevant legislation and voluntary obligations whilst supporting the pursuit of sustainable operations.

4 Policy

Our goals in environmental management will be achieved through:

Systems Management - to provide the framework for effective integration of environmental objectives and targets into our day-to-day operations and management culture focusing on continual improvement and compliance with all relevant legal and voluntarily obligations.

Impact Management - to minimise impacts on the environment which result from our activities, products and services by reducing and preventing consumption, emissions and polluting incidents.

Engagement - to promote a strong environmental ethic as part of our corporate culture by encouraging and empowering employee, customer, supplier and stakeholder engagement in the organisations environmental program.