

1 European and Middle East Sustainability⁽¹⁾ Policy

Sustainable development - which is considered the path to sustainability - is the simultaneous pursuit of economic prosperity, environmental quality and social equity.

In line with our Mission and Vision statement, Office Depot will act at all times as a responsible Corporate Citizen wherever we do business. This policy applies to all of our Office Depot businesses across Europe and the Middle East.

Office Depot in Europe and the Middle East will strive to continuously and simultaneously improve its economic performance, environmental efficiency and social impact and reinforce its leadership position by:

- Offering office products services and innovative solutions that meet the needs, wants and aspirations of people, with a focus on reducing energy consumption, material consumption, and use of hazardous substances, packaging mass and improving recyclability and service life
 - Providing a safe and healthy work environment for employees
 - Educating employees on their responsible contribution to their own our company footprint as well as their fellow employees' health and safety at work
 - Living the "Office Depot Values," and adhering to the "Office Depot Code of Conduct" which define the code of behavior of Office Depot' employees inside and outside the company
 - Developing new responsible businesses using sustainability as a key driver and creating and supporting new sustainable business initiatives in the new emerging markets
- Supporting and promoting programs in communities for improving peoples lives, in particular the health and well-being of children
 - In close cooperation with our suppliers we want preventing air, water and soil pollution, improving resource productivity, reducing waste and emissions due to manufacturing and other related operations
 - Where possible going beyond complying with relevant legislation, regulation, voluntary standards and other requirements and pro-actively responding to emerging legislation
 - Establishing and maintaining management systems to address various dimensions of sustainability, to set objectives and targets, to initiate programs and to monitor and review progress
- Establishing an effective communication with stakeholders, inside and outside the company, based on trust and transparency leading to a healthy interface with the society

We require all parts of Office Depot across Europe and the Middle East to implement this policy and actively encourage our suppliers and contractors to do so. In this way we secure a sustainable Office Products Industry.

Our sustainability policy can be obtained from our company websites. (www.officedepot.eu/greeneroffice)



(1) Sustainability is defined as "meeting the needs of the present generation without compromising the ability of future generations to meet their own needs."