

Purpose

This Sustainability Policy sets out our approach to understanding and managing our environmental, social and governance (ESG) risks and opportunities. It supports the delivery of our sustainability strategy and our vision - to empower sustainable and successful workplaces.

Context

OfficeMax is committed to helping New Zealand reach its potential over the long term and as a large supplier of products and services, OfficeMax recognises the role it can play in enabling sustainable, successful educational and workplace environments.

OfficeMax's 2025 sustainability strategy has three key aspirations supported by six goals:

<p><u>FOSTER A SAFE, HEALTHY AND INCLUSIVE SOCIETY</u></p> <ul style="list-style-type: none">• Support health, safety, and wellness• Promote inclusivity and equal opportunity	<p><u>PROVIDE SOLUTIONS FOR A RAPIDLY CHANGING WORLD</u></p> <ul style="list-style-type: none">• Provide flexible product and service solutions• Empower the future of work	<p><u>DRIVE A LOW CARBON CIRCULAR ECONOMY</u></p> <ul style="list-style-type: none">• Improve the environment through our value chain• Support local solutions
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Recognising that achieving these goals meaningfully requires a collective effort, this policy is underpinned by OfficeMax's Responsible Supplier Code, which aims to support and improve the sustainability of OfficeMax's suppliers including more than 60 international suppliers across 15 countries.

Specific targets and actions relating to each goal are set out within the OfficeMax 2021-2025 Sustainability Strategy Action Plan.

Scope

This Sustainability Policy covers all our locations and operations in New Zealand and applies to all OfficeMax employees and contractors including subsidiaries.

Policy Detail

Foster a safe, healthy, and inclusive society

Our strong health and safety measures ensure our people, business, customers, and other stakeholders connected with them are protected and can operate with maximum continuity and minimal disruption. Our actions include:

- Our workplace health and safety activities covering all our employees, contractors, and subcontractors; and our wellbeing programme for employees
- Business continuity and emergency planning, covering our operations
- Health and safety measures integrated to our Responsible Supplier Code, covering all our suppliers
- Independent auditing of our health and safety practices by: AS/NZS 4801 Health and Safety; Ministry for Primary Industries to maintain compliance with food safety and imported goods requirements; Environmental Protection Authority (EPA), to maintain requirements under the Health and Safety at Work (Hazardous Substances) Regulations 2017.

We also recognise the important part we have to play in supporting equality and in celebrating diversity within our workplaces and communities. We do this through:

- Our employee diversity and inclusion programme
- Focusing our key community partnerships on education, which plays a vital part in the journey to enabling societal equality, financial inclusion and a productive economy
- Including diversity, equality and inclusion criteria in our Responsible Supplier Code.

Provide solutions for a rapidly changing world

The future of work is ever changing, with greater flexibility and advancing technology evolving to facilitate where and how people work. OfficeMax is committed to enabling our people and our customers to embrace this transition, to succeed in a changing world. We do this by:

- Giving our employees greater job flexibility, through our Smart Working Framework
- Providing relevant platforms for our customers to interact with us
- Focusing on a seamless customer experience, delivering the right products as efficiently and quickly as possible
- Continuing to grow the broad spectrum of products and services to meet our customers' diverse needs
- Providing information on the sustainability of our products and services, empowering our customers to choose products that support their sustainability goals.

Drive a low carbon, circular economy

We recognise climate change is a major threat to our environment, economy, and wellbeing. It also presents opportunities for new products and services, technologies, and jobs. We believe our business has a part to play by:

- Monitoring, reducing, and reporting on our environmental footprint and Greenhouse gas emissions
- Setting a target to reduce our Scope 1 and 2 Greenhouse gas emissions in line with the Science Based Target initiative (SBTi) of a 1.5 degree warming pathway
- Supplementing our purchased electricity use with our own renewable solar power generation
- Reducing the amount of packaging used in parcels and reducing plastic packaging on products where possible through the OfficeMax Sustainable Packaging Guidelines
- Including environmental criteria in our Responsible Supplier Code.
- Integrating environmental considerations into future policy and process development with a view to driving continual improvement through our activities
- Donating old and unsaleable stock to our charity partners, providing a positive social impact, and diverting product from landfill
- Complying with or exceeding all requirements of environmental legislation relevant to our operations.

Awareness and Advocacy

We ensure that employees understand the importance of incorporating environmental considerations into their daily business activities through the following activities:

- Understanding this Sustainability Policy and how they can support our [Sustainability Strategy](#)
- Providing access to training, tools, and templates as appropriate, for measuring and managing our sustainability impacts
- Creating and managing workplaces that reflect our commitment to sustainability
- Reflecting our sustainability practices through the products and services we offer our customers
- Taking a collaborative approach to supporting our customers with their sustainability goals.

Governance

This policy is endorsed by our Managing Director and Sustainability Governance Group. Responsibility for governance and reporting of our sustainability performance rests with our Managing Director. Our management teams and Sustainability Governance Group have responsibility for the day-to-day management of our sustainability strategy.

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.

This policy will be reviewed annually.



Kevin Obern
Managing Director
OfficeMax New Zealand