

The Office DEPOT logo is located in the top left corner. It consists of the word "Office" in a white, sans-serif font above the word "DEPOT" in a bold, white, sans-serif font. The logo is set against a red square background.

Office
DEPOT®

Environmental Responsibility

At the heart of everything
we do for our customers

Office Supplies | Managed Print Services | Cleaning & Hygiene
Furniture & Interiors | Print & Creative Solutions

Buy green, be green, sell green, tell green...

Our environmental strategy focuses on 4 core areas that are all geared towards pairing sustainability with long-term value for our business, our suppliers and most importantly our customers:



BUY GREEN

As a WWF GFTN-UK participant we're committed to a stepwise approach towards responsible purchasing and forestry practices, which means; buying from legal and known sources and excluding suspect products to ensure credibly certified articles such as FSC.



SELL GREEN

Customers in the UK can choose from over 4,000 stocked products with externally verified environmental attributes, and we operate 'take-back' schemes on ink and toner cartridges, confidential paper, electrical equipment and batteries.



BE GREEN

All of our operation sites in the UK and Ireland are certified to environmental management system standard ISO14001:2015 and supported by a programme of targeted and monitored initiatives that prevent pollution and reduce our impact on the environment, including:

- Greenhouse gas emissions
- Waste management
- Energy consumption



TELL GREEN

We help customers to make informed purchasing decisions by increasing awareness of environmentally preferable products and the impact of buying behaviours through the provision of transparent reports and other publications.

ACCREDITATIONS & PARTICIPATIONS

The breadth of our environmental accreditations and participations to help demonstrate a genuine commitment to our customers through sustainable best practices.

The criteria for each of our environmental attributes and the evidence required to develop these are defined as part of our ISO14001 certified environmental management system. The evidence for both environmental attributes and wood-fibre is assessed by external consultants Newleaf Sustainability Practice before the information is published.



By Appointment to Her Majesty The Queen
Supplier of Stationery,
Furniture and Printed Stationery
Office Depot UK Ltd
Leicester



By Appointment to His Royal Highness The Prince of Wales
Supplier of Stationery,
Furniture and Printed Stationery
Office Depot UK Ltd
Leicester



SOCIAL COMPLIANCE; MAKING IT FAIR FOR EVERYONE...

When it comes to our own brand range of goods, our responsibility extends beyond traditional structures in order to surpass social compliance, and we expect no less from our vendors.

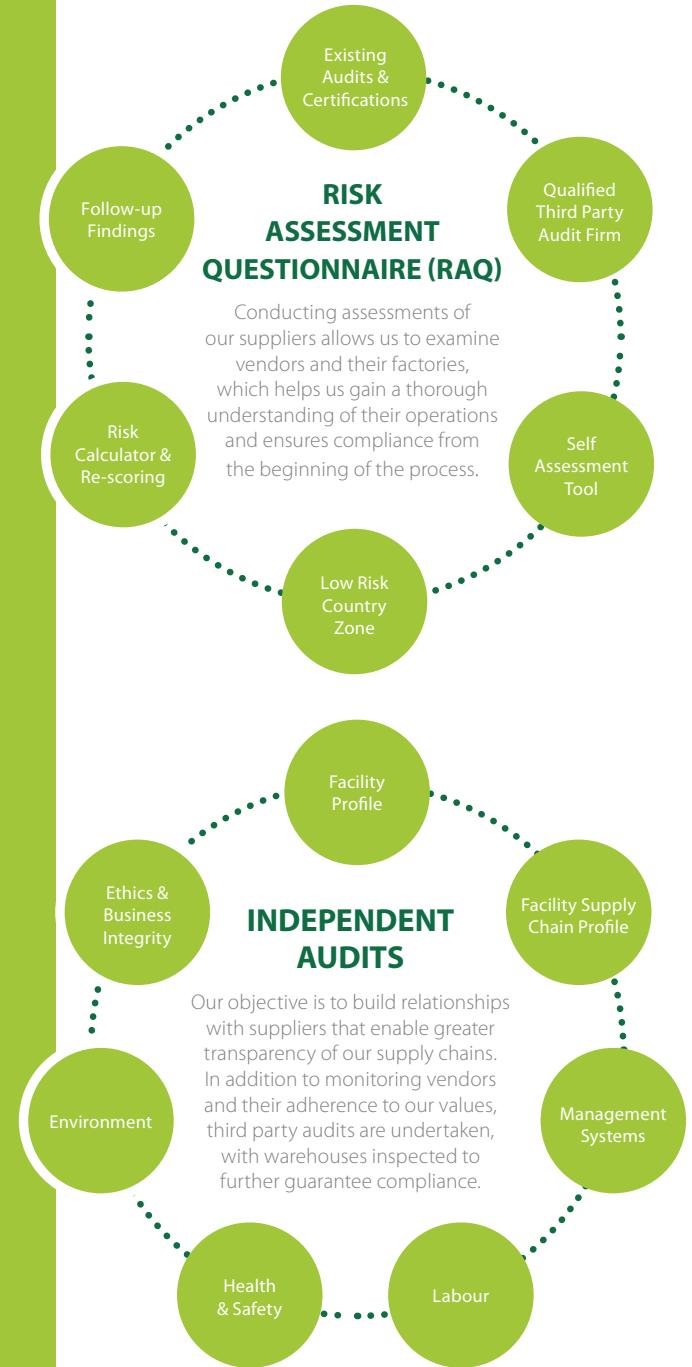
We systematically conduct a variety of internal and independent audits to certify that our set of high standards are met. This ensures that when a customer receives the final article - they can be sure that the parties involved in delivering those goods were treated with respect.

MASTER PURCHASE AGREEMENT & SUPPLIER GUIDING PRINCIPLES

We expect our supply partners to adopt responsible labour practices to meet and exceed the principles set out in our Master Purchase Agreement and Supplier Guiding Principles (SGP).

Our SGP policy forms the basis of the contractual agreements between Office Depot and its vendors. We require our supply network to have in place or to develop and apply the necessary procedures to fulfil our SGP expectations across several key areas, including:

- Labour Standards & Human Rights
- Health & Safety
- Environment
- Security
- Bribery & Corruption
- Management & Enforcement of the Standard



INDEPENDENT AUDITS

Our objective is to build relationships with suppliers that enable greater transparency of our supply chains. In addition to monitoring vendors and their adherence to our values, third party audits are undertaken, with warehouses inspected to further guarantee compliance.



The experience

Delivering a service that supports customers and the environment

Office Depot has the experience and technical knowledge to provide everything you need to run your organisation, while helping to minimise the impact on the planet. We do this by lowering the cost of procurement, enhancing service efficiency, reinforcing environmental sustainability and reducing spend through a process of rationalisation and consolidation.

Customer stories

City University London

Office Depot has worked with the City University to reduce our vendors for stationery, paper and computer consumables. They have aligned themselves with our key objectives, proactively introducing new initiatives that recognise market change and, working with City's Procurement Team, have guided us towards greater contract efficiency levels."

Julie Remington

Purchasing Manager, City University London

Call **0844 412 3400** for more information
or visit **whyofficedepot.co.uk**

