

1. Purpose

Why has OfficeMax developed these Sustainable Product and Packaging Guidelines (SPPG)?

The objective of these guidelines is to support the development of sustainable products and packaging for OfficeMax's own brands by maximising the quality of materials and eliminating or minimising end-of-life waste.

It aims to provide guidelines for all stages of a product's lifecycle including design, origin, raw materials used, packaging, transportation, use and disposal. This will direct the development processes of all of OfficeMax's own brand products.

The following guidelines support OfficeMax's Sustainability strategic pillar to 'drive a low carbon circular economy' by achieving the following objectives:

- Reduce environmental impacts
- Reduce economic impacts
- Support local suppliers
- Raise awareness and accessibility to sustainable solutions

2. Scope

All products imported, sourced and traded by OfficeMax to its customers at a business to business level, consumers, or at a wholesale level that fall within the prescribed brands and unit levels are in scope.

Brands

OfficeMax's own brands, excluding imported or sourced un-branded, white label and low cost alternative (LCA's) products.

Unit levels of products

Use unit

Product in its functional form intended to be used by the end consumer.

For example note pads and pens in a ready to use format.



Trade unit

Product that is received by the end consumer including the layer for the containment, protection and handling of the use unit.

For example a box filled with pens or plastic film wrapped note pads.



Shipping unit

Product that is received to, and dispatched from OfficeMax, including any layers of shipping packaging.

For example a carton, pallet wrap, plastic strapping.



3. Governance

We will measure our success against the following targets:

- ✓ All trade units will be reviewed and aim to have (or be in the process of changing) to 100% recyclable, and/or sustainably sourced* packaging by 2028.
- ✓ From 1 January 2025, 100% of new products developed will be designed using the Sustainable Product and Packaging Guidelines criteria.
- ✓ From 1 July 2025, 100% of existing products, on their next biennial review, will be assessed against the Sustainable Product and Packaging Guidelines to identify opportunities for improvement.
- ✓ 100% of products will have on-product recycling labels on either the use or trade unit by 31 December 2028.
- ✓ All suppliers to provide composition data relating to each use, trade and shipping unit to OfficeMax by 31 December 2025.

We will be held accountable with quarterly updates to OfficeMax's inhouse Sustainability Governance Group and in our publicly available Sustainability Report to track progress towards our goals.

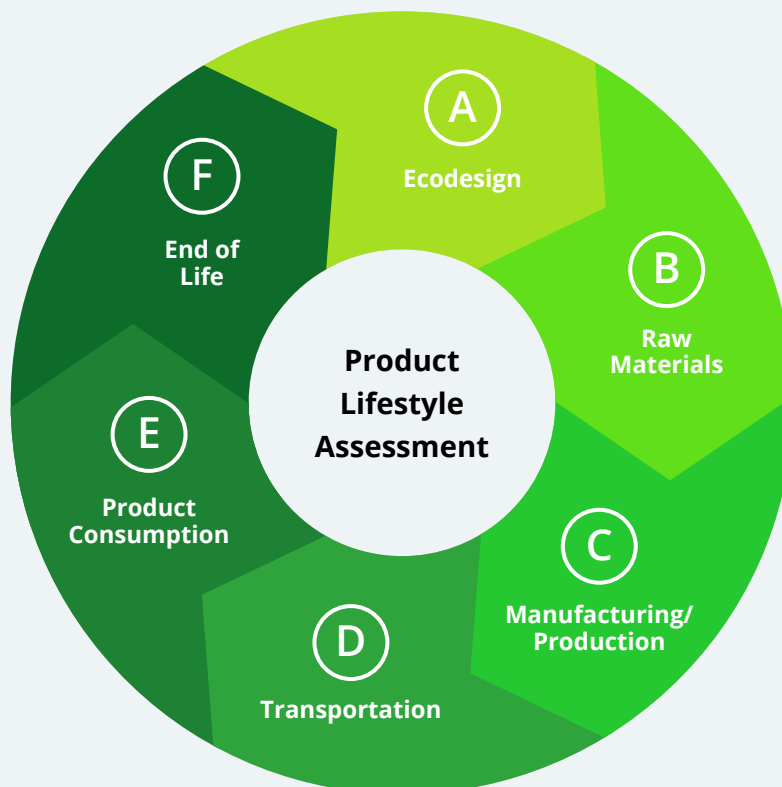
**Sustainably sourced refers to recycled content or responsibly sourced materials i.e. Forest Stewardship Council® certified product or packaging.*

4. Assessment Method

OfficeMax will be following a Product Lifecycle Assessment process to support our purpose of minimising end of life waste.

The SPPG is broken up into sections reflecting the Product Lifecycle Assessment phases. Each phase covers the minimum requirements for OfficeMax's product developers to consider when reviewing and developing products.

Products which do not meet 100% of OfficeMax's measurable criteria will be phased out and replaced with items which are a better fit within our standards.



A. Ecodesign Criteria



Ecodesign is the consideration of dematerialisation, longevity and disassembly of a product at the design stage. This is the most important phase, as it is the earliest opportunity for intervention and innovation for how a product is developed and then treated at the end of its life.

Dematerialisation

Reducing the weight, size and number of materials we use in our products can minimise un-necessary wastage of materials and increase its recyclability whilst ensuring it remains fit for purpose.

Measurable Criteria

1. The product has been designed for optimal size and minimal material use, without compromising functionality or usability.

Supplier/Developer Considerations:

- ✓ Is this product at optimum size for use and functionality?
- ✓ Can the number of materials be consolidated into one material for either *Use unit* or *Trade unit*?
- ✓ If not, can we reduce the number of materials?
- ✓ Can the label material match the product and/ or packaging material? E.g. a non-recyclable label applied to a recyclable product or a paper label on a polypropylene bag. Both examples would deem the product or packaging non-recyclable.
- ✓ Are there any opportunities to reduce or avoid the amount of shipping packaging?

Longevity

Longevity means the product remains effective and impact-resistant throughout its intended lifespan. Improving product longevity helps reduce resource use by minimising the need for replacement products.

Measurable Criteria

2. The product is designed to ensure its function for its intended purpose and lifespan.

Supplier/Developer Considerations:

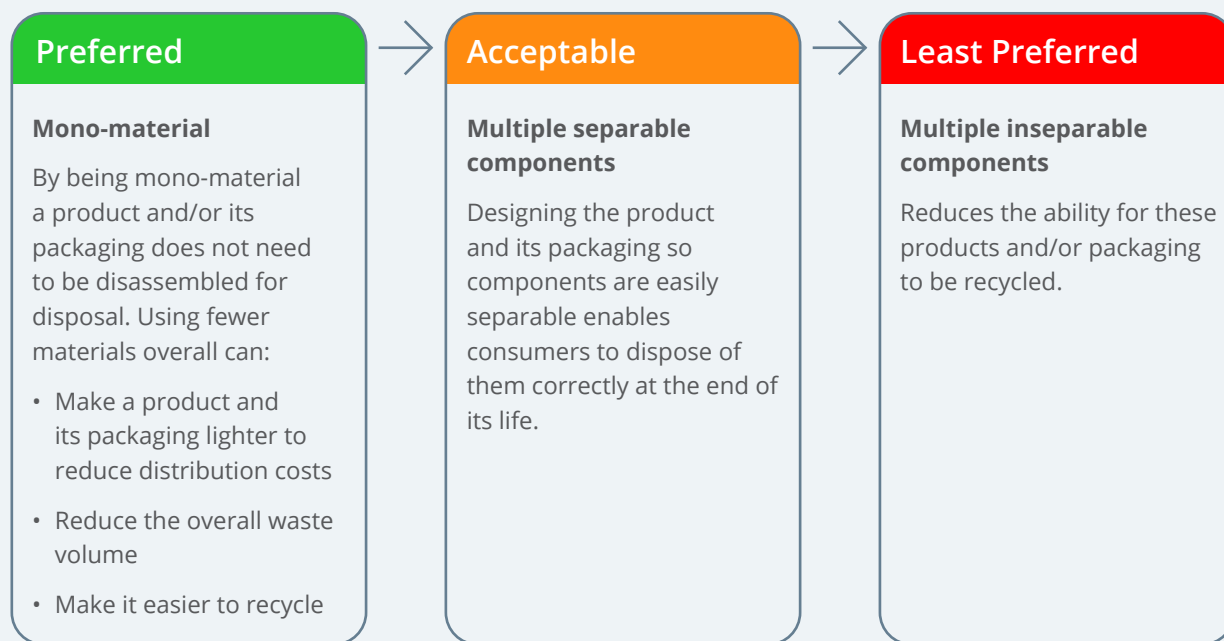
- ✓ Will the product perform its intended function throughout its entire lifespan?
- ✓ Can the product be redesigned to work in other ways after its original use, so it lasts longer?

A. Ecodesign Criteria (continued)



Disassembly

Making our products easy to take apart helps consumers recycle and dispose of the parts correctly when the product reaches the end of its life.



Measurable Criteria

3. The product design has been assessed for disassembly options and where these are possible the design specification has been updated.

Supplier/Developer Considerations:

- ✓ If the product consists of multiple components made from different materials, can they be easily separated?
- ✓ Can the product specification be updated to make its individual components easily separable?

B. Raw Materials Guidelines



When choosing the raw materials of a product or its packaging, OfficeMax has outlined the following as key considerations to be made before finalising which raw material to choose. The Preferred Raw Materials List, Sourcing Materials and Hazardous Materials sections provide further detail of what checks need to be made to fulfil these considerations.

- Recyclability of raw materials
- Environmental impacts of sourcing the raw materials
- Sustainably sourced material through certifications such as FSC® or PEFC
- The commercial viability of selected raw materials

Preferred Raw Materials List

The following list of raw materials have been categorised based on New Zealand's waste management standards for recyclability.

Based on these standards, OfficeMax has classified raw materials into either:

- **PREFERRED:** Kerbside recyclable, home compostable or biodegradable
- **ACCEPTABLE:** Third party commercially recyclable or commercially compostable
- **LEAST PREFERRED:** Landfill with no publicly available alternative pathway in New Zealand

This list is subject to change to align with council and waste management provider standards.

RAW MATERIAL	PREFERRED	ACCEPTABLE	LEAST PREFERRED
Plastic	<ul style="list-style-type: none"> • (PBAT) Bioplastic - (for food containment) • #5 (PP) Polypropylene • #2 (HDPE) High-Density Polyethylene • #1 (PET) Polyethylene Terephthalate 	<ul style="list-style-type: none"> • (PLA, PBS, PCL ,PHA) Bioplastic-starch blends • #4 (LDPE) Low-Density Polyethylene (Plastic film/ wrap) • #4 (LDPE) Low-Density Polyethylene • #6 (EPS) Expanded Polystyrene • #3 (PVC) Polyvinyl Chloride 	<ul style="list-style-type: none"> • (ABS) Acrylonitrile butadiene • Polycarbon • Packaging that has contained medical or chemical substances • Nylon • Acrylic • (EPDM) Ethylene Propylene Diene Monomer • #7 (OTHER) • #6 (PS) Polystyrene (Solid)
Paper	<ul style="list-style-type: none"> • Tissue paper (toilet or face tissues) • Not-laminated with plastic (printed or not printed) • Non-corrugated fibreboard (card stock, printed or not printed) • Corrugated fibreboard (cardboard boxes or sheets) 	<ul style="list-style-type: none"> • Liquid paperboard (shaped food containers) 	<ul style="list-style-type: none"> • Thermal paper (receipt paper) • Non-corrugated fibreboard laminated with plastic (printed or not printed) • Laminated with plastic (printed or not printed)
Metal	<ul style="list-style-type: none"> • Tin, Steel, Aluminium 		<ul style="list-style-type: none"> • Soft Foil (wrapping and bags) • Aluminium (Foil and trays) • Aerosol cans (empty, remove lid) • Container used to hold chemicals
Glass	<ul style="list-style-type: none"> • Bottles & Jars 		<ul style="list-style-type: none"> • Cookware, drinkware, pyrex
Natural	<ul style="list-style-type: none"> • Jute, Cotton, Cork, Wood, Rubber 		
Synthetic Fabric			<ul style="list-style-type: none"> • (Nylon, Acrylic, PVC, Polyester, Rayon) • Any product composed of more than 1 material where the components are inseparable

B. Raw Materials Guidelines (continued)



Sourcing Materials

Selecting raw materials can support the circular economy in various ways and should be guided by three key considerations:

- **Cost:** The purchase cost of the raw material, as this may affect the product's overall saleability.
- **Commercial benefits:** Access to sourcing the material and requirements relating to on-product branding credentials.
- **Environmental benefits:** The environmental impacts and benefits of using the raw material. This includes seeking out materials that are sustainably sourced and certified to an international standard such as FSC® or PEFC.

The following table highlights the most common raw material types to be considered alongside the Preferred Raw Materials list.

	COST	COMMERCIAL BENEFITS	ENVIRONMENTAL BENEFITS
Virgin material made from a raw material that can be recycled at an established facility.	\$	STANDARD <ul style="list-style-type: none">• Optional recyclability communication branding.• Easiest to source.	STANDARD Enables the product to enter the circular economy.
Post-industrial (PIR, also called pre-consumer) Recycled material that never met its intended use. This includes scraps or bits of material from a factory that didn't make it into their final product.	\$\$	BEST <ul style="list-style-type: none">• Optional third party certification and branding credentials available. Not required to distinguish between PIR and PCR.• Easy to source.	GOOD Removes the threat of waste entering landfill and retaining it within a circular economy.
Post-consumer (PCR) Recycled material that had met its intended use and can be remade into something else.	\$\$\$	BETTER <ul style="list-style-type: none">• Optional third party certification and branding credentials available.• Moderately easy to source.	GOOD Removes the threat of waste entering landfill and retaining it within a circular economy.
Ocean Bound Plastic (OBP) Abandoned plastic waste located within 50 kilometres from the shore where waste management is inexistent or inefficient.	\$\$\$\$	GOOD <ul style="list-style-type: none">• Comes with certification and branding credentials.• More difficult to source.	BEST Removes immediate threat of plastic waste that was guaranteed to enter the largely un-monitored aquatic environment, threatening aquatic life and water quality.

Hazardous Materials

The Environmental Protection Authority of New Zealand defines a hazardous substance as 'any product, chemical or mixture of chemicals that has one or more of the following properties: explosive, flammable, oxidising, toxic, corrosive, ecotoxic.' More information available [here](#).

All materials used in OfficeMax's own brand products are compliant with the Environmental Protection Agency's (EPA) requirements related to hazardous materials. OfficeMax will work to assess products against new standards as they are released. As a minimum, OfficeMax will ensure that all products do not contain materials from the internationally recognised [ChemSec 'SIN List'](#).

B. Raw Materials Guidelines (continued)



Measurable Criteria:

4. The products' raw materials have been assessed using the 'Preferred Raw Materials' list and where viable alternatives are able to be sourced; the design specification has been updated.
5. The product design has been assessed for recycled material options and where it is beneficial to cost, commercials and environment; the design specification has been updated.
6. The product is compliant with the EPA requirements and the ChemSec SIN list.

Supplier/Developer Considerations:

- ✓ Are any of the materials used in this design able to be swapped for a material that is on the Preferred Raw Materials List?
- ✓ If yes, would the product made from the alternative raw material be fit for purpose?
- ✓ Are any of the materials used in this design able to be swapped for a recycled material alternative?
- ✓ Is there any sustainable material certification available? i.e. FSC® or PEFC?
- ✓ Has a check of the raw materials chosen been made against the ChemSec SIN list?

C. Manufacturing / Production Requirements



OfficeMax Responsible Supplier Code (RSC)

It is the expectation that all OfficeMax suppliers sign the Responsible Supplier Code demonstrating compliance with the 'STANDARD' criteria and that OfficeMax's own brand suppliers will sign and be compliant with the 'STANDARD PLUS' criteria.



D. Transportation Requirements



Shipping unit

The shipping unit ensures our products move through the supply chain both upstream and downstream efficiently without being damaged. The choice in material of the shipping unit will determine its ability to be recycled by our Distribution Centres (DC) and customers.

Transportation efficiency

OfficeMax will work with suppliers to improve efficiencies related to the shipment of finished products. Work will be done in the Ecodesign phase to optimise volume of trade units within a shipping unit. We will also work with suppliers to optimise the number of shipping units on a pallet, cubing out a shipping container or transport vehicle and organising for products to be sent out in bulk.

Transportation mode

Through better planning with our own brand suppliers and in house purchasing team, there will be a prioritisation for lower emissions transportation methods. This will support OfficeMax's goals to reduce our operational and supply chain freight emissions.

Measurable Criteria

7. The shipping unit material has been chosen using the Ecodesign criteria.
8. The supplier works with OfficeMax to maximise the efficiency of how products are being transported.
9. OfficeMax will choose the transportation mode and provider that meets our emissions reduction goals.

Supplier Considerations:

- ✓ Can we consolidate this shipment with another order?
- ✓ Can we bulk ship this product?
- ✓ Can we optimise truck height and volume when shipping product?
- ✓ Can we use a local supplier to reduce freighting distance and emissions?
- ✓ Can we prioritise lower emissions freight modes such as sea or rail?



E. Product Consumption Requirements



For some products, when it is being consumed there are additional environmental impacts that are generated. For example a cell phone requires continuous charging, which requires energy, to allow for the product to be used by the consumer. We will not be developing new products that have a negative environmental impact during the use phase. We will work to find alternatives for our current range.

F. End of Life Requirements



Recyclability Communication

OfficeMax has established On Product Recycling Label (OPRL) guidelines that aim to support our customers to make environmentally and socially beneficial product selections based on the materials and recommended disposal method. An example of what the OPRL will look like on a product or trade unit has been provided below. The OPRL guidelines will be available on the OfficeMax website for consumers to refer to if needed.

The OPRL will follow the Ministry for the Environment's [Standard materials for kerbside collections](#) as this document is updated, so too will our recommendations on labelling.



Measurable Criteria

10. The product components and their disposal methods are present on the product using the OPRL.
11. All raw materials used in the product have been confirmed with the manufacturer prior to publishing disposal methods.

Supplier/Developer Considerations:

- ✓ All information, claims and symbols on the label must be accurate without readers having to refer to fine print or a website.