

## ENVIRONMENTAL, SOCIAL & GOVERNANCE POLICY

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The pathway towards a sustainable future is underpinned with our continuing commitment towards excellence in our environmental, social and governance (ESG) aspirations and achievements. Sharp Office is committed to regular engagement with our staff, supplier partners and customers to ensure that progress continues towards this objective.

Sharp Office will be contributing to a broader circular economy through collaboration with our supplier partners to minimise the amount of product packaging, increase the use of biodegradable and recyclable materials in products and product packaging and encourage our customers to recycle product packaging on purchase and to repurpose / recycle product when its end of useful life is reached.

Sharp Office acknowledges the environmental challenges and our responsibilities – we will work to continuously reduce our carbon footprint; reduce the energy and resources we need to do business and keep seeking innovative ways to reduce the waste we generate.

Human factors underpin the business success we have enjoyed over the last 50 years. We acknowledge that it has been built on the valued efforts of talented and dedicated Sharp Office staff. We recognise that how we respond to our social obligations directly impacts the relationship with our customers and how our business is perceived within the broader community.

Respect for human rights and human dignity is a fundamental principle we embrace. Sharp Office recognise that our supplier partners rely on a global supply chain which includes labour, miscellaneous services and supply of raw and pre-manufactured materials from many different sources. There have been growing concerns over the environmental degradation and poor working conditions in some developing countries which has culminated in Sharp Office implementing ethical sourcing practices. We will continue to work with and encourage our supplier partners to embrace a high standard of ethical conduct including upholding human rights, fair working conditions and environmental protections in all areas of their influence.

Our system of effective governance is underpinned by robust operational & risk management procedures and practices that Sharp Office utilises to make effective decisions, comply with the law and to meet the needs of our staff, supplier partners, customers, external regulatory authorities and other business affiliates.

### **Feedback and Review Processes**

This policy and associated procedures will be reviewed annually.

*The success of the Sharp Office business model is underpinned by honesty, integrity and hard work. Exemplary ESG standards are integrated into all our operational policies and practices.*

## 1. ENVIRONMENTAL COMMITMENT

Sharp Office commits to work to continuously improve our high standards of environmental performance by:

- Ensuring that we comply with existing and future environmental legislation.
- Integrating environmental objectives within business plans and implementing strategies to further minimise, re-use and/or recycle materials we utilise to conduct our business.
- Maintaining discussion of environmental issues at the highest management levels.
- Identifying and seeking to reduce any adverse environmental effects which may arise from time to time during the operation of our business.
- Liaising and working with our staff, supplier partners, customers, external regulatory authorities and other business associates on strategies to improve our environmental performance.
- Actively promoting our environmental policies and procedures, both internally within the company and externally with our supplier partners

Sharp Office has a long history of supplying eco-friendly items including recycled paper products such as, copy paper, notebooks, packing boxes, labels and post-its; recycled plastic & PET products including as pens, markers, bin liners and desk accessories. We continue to provide sustainable alternatives to non-recyclable plastics in our ever-expanding range of environmentally friendly product range. See <https://shop.sharppoffice.com.au/products.aspx?favs=enviro>.

We have always considered the impact our products have on the environment in terms of manufacturing and make purchasing decisions based on their longevity and reusability which contribute to a positive customer association with the branded product. Where not repurposed from recycled paper, our paper products are certified under the Forest Stewardship Council (FSC) Accreditation scheme.

Sharp Office continues to encourage our supplier partners to work towards minimising product packing materials and to continually seek ways to reduce non-recyclable plastics in products and packaging and encouraging the use of biodegradable alternatives.

We always encourage our customers as far as possible to recycle packaging after purchase. Our priority is to work to keep all packaging material out of landfill.

### Recycled Printer Cartridges

Planet Ark and Sharp Office have partnered to offer a cartridge-recycling program. Toner collection boxes are provided free of charge (through normal ordering procedures) to allow collection of empty toner cartridges and recycling. When a collection box is needed, it is requested as part of the customer's normal order.





## 2. SOCIAL COMMITMENT

Sharp Office is committed to providing a safe and sustainable workplace for our dedicated Sharp Office staff, being the most important factor in our business success. Our efforts also extend to encouraging our supplier partners to adopt the same standards of health and safety.

Suppliers can operate in complex and challenging environments where a degree of risk exists, associated with modern slavery, ethical sourcing and degraded product quality.

While we acknowledge that our business prosperity is linked to the prosperity of our supplier partners, Sharp Office is also committed to working with all available resources to as far as practicable, address the risk associated with above issues.

Sharp Office recognises that offshore risk to workers' health and safety or to the environment in relation to the production of promotional and other products may exist and includes:

- Sourcing of raw materials and commodities such as rubber, plastic, cotton, timber and metals that go into the products we procure.
- Direct procurement of products and merchandise (including textiles and garments) sourced from supplier partners located in countries including but not limited to Bangladesh, China, India, Indonesia, Myanmar, and Vietnam, and where the risk of modern slavery existing is high.
- Exploitation and modern slavery in the materials processing, packaging, transport (particularly international shipping), logistics and warehousing sectors
- Employment of child labour or prison labour in the extended supply chain.

While not a reporting entity under the Australian *Modern Slavery Act 2018* (or any other current or proposed legislation) Sharp Office is committed to working towards assessing and addressing the risks of modern slavery in our supply chain by empowering and educating our staff and supplier partners and actively working towards more ethical and responsible supply chains.

To this end, Sharp Office is committed to:

- Regularly reviewing how our own business operations and supply chains contribute to inappropriate practices and manage and mitigate these risks through appropriate due diligence in our purchasing policies and processes.
- Building meaningful relationships with supplier partners that aim to educate and support them in addressing modern slavery and ethical sourcing risks.
- Work in conjunction with our industry associations (APPA & ASA) to empower our industry and promote active involvement in supply chain risk management.
- Work as a collective to influence the wider industry to move towards more ethical and slavery-free supply chains, recognising the leverage we have to influence change.

### **3. GOVERNANCE COMMITMENT**

The Sharp Office system of governance is achieved through the implementation of effective management systems. Our implemented management policies, procedures and practices are regularly reviewed and where needed, revised in order to:

- Maintain business profitability through effective decision making,
- Facilitate compliance with legislative obligations,
- Manage the organisational needs of our staff, supplier partners, customers, external regulatory authorities and other business affiliates,
- Be as participatory, effective and efficient, equitable and inclusive as possible.

We will also continue to encourage our supplier partners to adopt a system of effective governance in order to maintain the highest possible standards of human rights, fair working conditions and environmental protections in all areas of their influence.

### **4. ETHICAL SOURCING**

Sharp Office expects all aspects of our business as well as our supplier partners to adhere to a high standard of ethical conduct including upholding appropriate standards of human rights, fair and safe working conditions and environmental protection. Sharp Office expects its supplier partners to ensure that:

- All workers employed by them, do so on a voluntary basis.
- A safe working environment is provided for all employees and contractors.
- Appropriate emergency planning is enacted to ensure that any response to fire and other emergencies is effective and regular evacuation drills are conducted.
- Adequate wages are paid and working hours comply with applicable legislation in force.
- Environmental compliance within the relevant statutory domain is maintained.
- The use of, and exposure to hazardous materials is appropriately managed throughout the manufacturing processes to minimise the risk to employees, contractors or the local community.
- The impact of their operations on the environment is managed to reduce waste and emissions to the lowest possible levels. Supply Partners will also work with their own supplier partners to seek to reduce waste and emissions throughout the supply chain.
- Quality control and assurance procedures are in place and actively managed to ensure products are of the best quality possible.
- Freedom of association and the right to collective bargaining are respected.

Additionally, Sharp Office expects its supplier partners to ensure that their workplaces are free from:

- Discriminatory, harsh or inhumane treatment of workers.
- Unauthorised business courtesies, bribes, facilitation payments, inducements, and unwarranted commissions.
- The use of child labour or prison labour in the processing of materials or manufacture of goods.

Sharp Office expects that all its supplier partners to comply with this policy and will work with them to achieve compliance. If a supplier partner is unwilling to comply or unable to show an improvement towards compliance with the policy, the supplier partner will risk termination of contracts with Sharp Office and its affiliates.