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Sustainable Products Policy

Paperpunch is an office supplies reseller and a member of the Office Friendly business community. We recognise the importance of operational and supply chain sustainability through our participation in the Weaver sustainability programme. We are committed to minimising the environmental impact, increasing the sustainability of our operations and complying with all relevant product legislation.

At Paperpunch, we are conscious of the fact that within our industry high volumes of plastic and paper are utilized to manufacture the products that we sell. Our product categories include, stationery, office furniture, facilities supplies and promotional products. Within these categories we strive to build and develop as many eco-friendly alternatives as possible.

Aoife Connaughton is responsible for ensuring that the sustainable products policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Sustainable products are a key pillar of operational and supply chain sustainability. To meet our goals in sustainable products, we will:

- *Continue to increase our range of sustainable and environmentally accredited products*
- *Continue to send out a minimum of 3 sustainable product promotional/ awareness emails to our customer base per month*
- *Always ensure that we have sustainable products in our special offers page on our website*
- *Introduce a sustainable product mailer that will be distributed to our customers (digitally)*
- *Suggest a sustainable alternative to our customers where possible*
- *Continue to develop our Eco-Friendly section on our website to make it easier for our customers to source sustainable products*
- *Implement an Environmentally Preferable Purchasing protocol*
- *Provide employees with sustainable products training*
- *Comply with all existing and future sustainable products legislation*

An action plan will be communicated to our employees, clients and suppliers through use of our website, general communications and regular staff meetings. This social responsibility policy will be made available to all members of staff so they can see our commitments, initial actions and the subsequent results. A full review of this policy will take place on an annual basis.

We provide regular training to our staff to ensure that they are kept informed and included in our social responsibility activity. New staff receive social responsibility training as part of their induction.

Mario W^c Binley

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Job Title/Position: Director
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Date Approved: 21st October 2021