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OFFICEWORKS SOURCING GOODS AND SERVICES SUSTAINABLY AND RESPONSIBLY

As part of Officeworks' commitment to sourcing goods and services in sustainable and responsible ways, the retailer has updated its responsible sourcing policies which outline the minimum standards required to work with Officeworks.

As part of its People and Planet Positive 2025 Plan, Officeworks is committed to making a positive difference to the lives of 15,000 workers in its supply chain by 2025, and working collaboratively with industry, organisations, government, and the community to work towards and unite against eradicating modern slavery.

Key updates to its responsible sourcing policies include:

Officeworks Ethical Sourcing and Modern Slavery Policy:

Officeworks is committed to making a positive difference to people and the planet including understanding, respecting, and upholding internationally recognised human rights. Officeworks expects everyone who works within the Officeworks Group, including team members, directors, contractors, suppliers, and other business partners across its supply chains to do the same and its Ethical Sourcing and Modern Slavery Policy sets out the minimum requirements of all suppliers to work with the retailer.

Updates to the policy include:

- Clauses relating to responsible recruitment to protect migrant workers and grievance mechanisms to support worker voice initiatives have been added
- A remediation framework is now included for transparency of the Officeworks remediation process.

Officeworks Sustainable Wood-Fibre Sourcing Policy:

In line with Officeworks' Sustainable Wood-Fibre Sourcing Policy, all paper and/or wood products sold, should be responsibly sourced or contain 100% post-consumer recycled material. The retailer is committed to achieving its goal of zero deforestation in its supply chain by 2025 and this means that all products containing paper and wood in its product ranges must demonstrate they are free from deforestation.

Updates to the policy include:

- Providing greater transparency on its governance and due diligence
- All paper and wood products must demonstrate they are free from deforestation. This can be done via FSC certification, being 100% recycled, made from fast growing fibres or via additional due diligence or responsible forestry initiatives that the supplier undertakes to ensure there is no deforestation.

Officeworks' work to respect human rights is guided by the UN Guiding Principles on Business and Human Rights (UNGPs). The UNGPs are the global standard for preventing and addressing business-related human rights harms. In line with the UNGPs, Officeworks conducts human rights due diligence to help to identify, mitigate and prevent human rights impacts across its business and its value chain.

Officeworks People and Planet Positive 2025 plan is the retailer's long-term approach to supporting its team, enhancing its connection to local communities, reducing its environmental impact and sourcing products in sustainable and responsible ways.

Read more about the updates to Officeworks' responsible sourcing policies:

<https://www.officeworks.com.au/information/about-us/peopleandplanet/responsible-sourcing>

Read Officeworks' human rights position statement: <https://www.officeworks.com.au/resources/pdfs/Officeworks-Human-Rights-PositionStatement.pdf>

Read Officeworks' People and Planet Positive 2025 Plan: https://www.officeworks.com.au/resources/pdfs/Officeworks-People-and-Planet-Positive-Report-FY22.pdf#page=11?cm_sp=all:people-and-planet-lp:::our-fy22-report

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ABOUT OFFICEWORKS

Established in 1994 in Richmond, Victoria, Officeworks is committed to making bigger things happen for its customers, team, the community and stakeholders. It operates 166 stores across Australia, a website that is home to more than 40,000 products, a national call centre, and a business team that helps micro, small and medium-sized businesses start, run and grow and Australians to work, learn, create and connect.

Officeworks offers customers a wide range of office supplies, technology, furniture, art supplies, education resources and helpful services like print & copy and on-site and remote tech support through Geeks2U – delivering an experience that is easy and engaging, no matter how customers choose to shop.

Officeworks is focused on the safety, wellbeing and career progression of the more than 9,000 team members it employs. It's also dedicated to operating in a sustainable manner, including building and maintaining meaningful connections with the communities in which it operates, fundraising for its national partners and local community groups, continuing to reduce its impact on the environment and source responsibly.