

# Officeworks Problematic Materials Policy

## 1. Purpose

Plastic is often seen as a useful material in product manufacturing as it is low cost and long lasting. Some types of plastics present significant problems to the environment as they are unable to be recycled and may never break down, contributing to environmental issues on land and in waterways.

Officeworks policy supports Australia's 2025 [National Packaging Targets](#) along with [Single-use plastic legislation](#) as outlined by State & Federal Governments. This includes but is not limited to:

- 100 per cent of packaging being reusable, recyclable, or compostable; and
- Phase out problematic and unnecessary single-use plastics.

## 2. Scope

The scope applies to all suppliers and all Merchandise team members who are supplying, developing, purchasing or reordering product for both national brand, exclusive brand and private brand products and packaging. This policy refers to single use products or those intended for reuse but not fit for purpose.

This policy will be updated in line with legislation, advancements in technology and understanding of problematic materials.

Exemptions will be assessed and documented on a case-by-case basis. Those where product or packaging is impacted by State or Federal Government single-use plastic legislation will need written approval by relevant legislator to be considered for ranging.

## 3. Related Documents

For the latest summary table on action related to single-use plastics please visit [www.nationalretail.org.au/policy-advocacy/action-on-single-use-plastics/](http://www.nationalretail.org.au/policy-advocacy/action-on-single-use-plastics/)

## 4. Policy

### 4.1. Officeworks products or components impacted by this policy

1. Disposable Catering Supplies.
2. Non-recyclable plastic packaging.
3. Glitter.
4. Microplastics.
5. Per- and poly-fluoroalkyl substances (PFAS) and Harmful Chemicals.
6. Plastic microbeads - personal care and cleaning rinse-off.
7. Plastic Party Supplies.
8. Reusable plastic shopping bags.
9. Plastic products intended for reuse not fit for purpose.
10. Plastics with 'degradable' additives.
11. Plastic components which do not provide warranted value.

CATEGORY	PRODUCTS	ALTERNATIVES	DATES PRODUCTS MUST BE PHASED OUT
Disposable catering supplies (Impacted by state government bans)	Plastic straws	Paper straws	Phased out
	Plastic stirrers	Wooden stirrers	Phased out
	Plastic cutlery	Wooden cutlery	Phased out
	Plastic plates & bowls	Non-polymer coated paper plates certified compostable AS4736 & AS 5810	Phased out
	Plastic lid/windows/seals for food containers or bowls	Non-polymer coated paper lids certified compostable AS4736 & AS5810	Phased out
	Plastic cups for cold drinks	Paper cups certified compostable AS4736 & AS5810	Phased out
	Biobased or PLA cups for cold drinks	N/A	Phased out WA, Sep-24 SA, other states TBC
	Plastic cups for hot drinks	Paper cups certified compostable to AS4736 & AS5810	Phased out WA, other states 31-Aug-24
Non-Recyclable Plastic Packaging (Not economically viable to recycle in Australia)	Expanded polystyrene (EPS) - loose fill	Paper fibre-based packaging	Phased out
	Expanded polystyrene (EPS) - moulded	Moulded paper fibre-based packaging	30-Jun-25
	Expanded plastic packaging (e.g. EPE, EVA, bio) - loose fill	Paper fibre-based packaging	Phased out WA & ACT other states 31-Dec-24
	Expanded plastic packaging (e.g. EPE, EVA, bio) - moulded	Moulded paper fibre-based packaging	30-JUN-25
	2 dimensional / flat rigid plastic windows (Private label only)	Paper fibre-based packaging with cutouts	30-Jun-25
	3 dimensional plastic trays and tray lids where 2 or more dimensions are larger than 231mm. (Private label only)	Paper fibre-based packaging with cutouts	30-Jun-25
	Plastic tags or ties where safety, security or product protection isn't a concern	Paper Ties or loops (non-wet strength)	Phased out
	Plastic stickers on paper-based boxes	Paper Stickers	Phased out
	Plastic shelf ready trays (SRT'S)	Paper based SRT's	30-Jun-25
	Polyvinyl chloride (PVC) packaging - Private brand only	Paper-based packaging preferred. Soft plastic should be clear mono-material film grades at a minimum of 90%: • LDPE/HDPE < 90-100% • BOPP/CPP < 90-100%	Cannot range outside of reusable packaging

CATEGORY	PRODUCTS	ALTERNATIVES	DATES PRODUCTS MUST BE PHASED OUT
Glitter	Loose form glitter	N/A	31-Dec-24
	Glitter on or in product	N/A	31-Dec-26
Microplastics	Plastics 5mm or less in diameter on or in product where there is risk of it entering waterways or environment at manufacturing, during or end of life. E.g. Small items that may come loose in transit or be washed off on hands or face.	Paper based fibre, wood, bamboo or other organic materials	31-Dec-26
Microplastics from textiles	Fabric likely to be washed containing plastic fibres. Excludes items like pencil cases or backpacks unlikely to be washed.	Bamboo, cotton, hemp, linen, Tencel, wool	31-Dec-27
Per- and polyfluoroalkyl substances (PFAS) & harmful chemicals	Per- and polyfluoroalkyl substances (PFAS) & harmful chemicals	N/A	Phased Out (30-Jun-24)
Plastic microbeads	Plastic microbeads - personal care & cleaning rinse-off	N/A	Phased out
Plastic party supplies	Balloons	Paper balloons	Phased out
	Balloon ties and sticks	Paper ties	Phased out
	Plastic confetti and table scatters	Paper confetti and table scatters	Phased out
Plastic shelf ready trays (SRT'S)	Plastic SRT's	Paper based SRT's	30-Jun-25
Reusable plastic shopping bags	Plastic bags <35 microns, <80% recycled & unable to carry 10kg for <125 uses	Bags made from fabrics such as cotton (certified), jute, hessian, bamboo or hemp. Plastic bags must be >35 microns in thickness, 90 gsm in weight, >80% recycled certified recycled & carry 10 kilograms for at least 125 uses verified by a recognised reusability, durability, or endurance test	Phased out in ACT, QLD & WA. 31-Dec-24
Plastics products intended for reuse not fit for purpose.	Products may vary. <sup>1</sup>	N/A	N/A
Plastics with 'degradable' additives	Oxo-degradable plastics, plastics with 'degradable' additives	Certified compostable as4736 & as5810	Phased out

CATEGORY	PRODUCTS	ALTERNATIVES	DATES PRODUCTS MUST BE PHASED OUT
Polyvinyl chloride (PVC) packaging - private brand only	Polyvinyl chloride (PVC) packaging	Paper-based packaging preferred. Soft plastic should be clear mono-material film grades at a minimum of 90%: <ul style="list-style-type: none"> <li>• LDPE/HDPE &lt; 90-100%</li> <li>• BOPP/CPP &lt; 90-100%</li> </ul>	Cannot range outside of reusable packaging
Products with plastic components which do not provide warranted value	Products may vary. Example - plastic inserts in notebooks behind cardboard covers. There is no benefit to the notebook and the item is more difficult to recycle at end of life.	N/A	N/A

## 5. Roles and Responsibilities

Role	Responsibility
ESG Team	Update documentation in line with single-use plastics legislation, advancements in technology and understanding of problematic materials.
Suppliers	Note this Problematic Materials policy and commit to meeting phase out dates.
Merchandise Team Members	Note this Problematic Materials policy and commit to meeting phase out dates.

## 6. Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

Term	Definition
Per- and polyfluoroalkyl substances (PFAS)	Per- and polyfluoroalkyl substances (PFAS) are a large, complex group of synthetic chemicals that have been used in consumer products around the world since about the

<sup>1</sup> Plastics products intended for reuse not fit for purpose – Example: plastic tablecloths with a thickness less than 35 microns and no felt backing is likely to tear, therefore likely to be discarded or blown away near waterways or parklands.

	<p>1950s. They are ingredients in various everyday products. For example, PFAS are used to keep food from sticking to packaging or cookware, make clothes and carpets resistant to stains, and create firefighting foam that is more effective. Multiple health effects associated with PFAS exposure have been identified and are supported by different scientific studies. Concerns about the public health impact of PFAS have arisen. More information can be found here: <a href="https://www.pfas.gov.au/about-pfas/substances">https://www.pfas.gov.au/about-pfas/substances</a></p>
Oxo-degradable	<p>Oxo-degradable plastic products are prohibited from production, manufacture, supply and sale in some states. Oxo-degradable plastic products have additives which enable the plastic to break down into tiny fragments ('microplastics') and do not completely decompose. More information can be found here: <a href="https://www.replacethewaste.sa.gov.au/single-use-plastic-faqs-restricted-and-prohibited-items">https://www.replacethewaste.sa.gov.au/single-use-plastic-faqs-restricted-and-prohibited-items</a></p>

## 7. Awareness

Policy will be communicated via email and Officeworks Intranet, Onet.

## 8. Consequences of non-compliance

Under 134C Offence to sell, supply, distribute or provide banned single-use plastic items of the [Environment Protection Amendment \(Banning Single-Use Plastic Items\) Regulations 2022](#) penalties the EPA could issue fines of up to \$11,095.20 for individuals and up to \$55,476 for a corporate.

Suppliers and team members should escalate any concerns, both actual or suspected breaches, of this policy. If in doubt, contact the Sustainable Materials Lead in the first instance, or alternately email [RiskandCompliance@officeworks.com.au](mailto:RiskandCompliance@officeworks.com.au).

## 9. Document Information

<b>Document Owner</b>	Fiona Lawrie, Head of Corporate Affairs & ESG
<b>Document Delegate</b>	Sustainable Materials Lead
<b>Policy Level</b>	Level 2
<b>Document Approver</b>	Chief Financial Officer
<b>Frequency of Review</b>	Every 2 years (or sooner if substantial change to legislation)
<b>Wesfarmers Policy</b>	N/A
<b>Legislation</b>	<p>Latest legislation available via State and Territories websites:</p> <ul style="list-style-type: none"> <li><a href="#">Australian Capital Territory</a></li> <li><a href="#">New South Wales</a></li> <li><a href="#">Northern Territory</a></li> <li><a href="#">Queensland</a></li> <li><a href="#">South Australia</a></li> <li><a href="#">Tasmania (Hobart)</a></li> <li><a href="#">Victoria</a></li> <li><a href="#">Western Australia</a></li> </ul>

Version	Date	Author	Type of change	Description of Update
1.0	25/06/2024	Fiona Lawrie	Major	Formalised policy based on sustainability targets