

HELPING YOUR BUSINESS
S U C C E E D S U S T A I N A B L Y

Greener Purchasing Program

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**Office
DEPOT®**

5 simple steps to a more sustainable future:

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Analyze your spend

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“ Dear Office Depot® customer or potential customer, If you’re interested in buying greener but aren’t sure how to start, we’ve designed The Greener Purchasing Program for you. It outlines five main steps (left) and provides a series of tools to help you save time and money while reducing your environmental footprint. Each tool in this guide was created by Office Depot to solve a specific customer need. Now, we’ve pulled them together in this step-by-step program to bring a new methodology to your greener purchasing efforts. We hope you find it valuable. ”

Shannon Hunter

Shannon Hunter
VP, Merchandising Operations
and Sustainability
Office Depot



“ Following the program can not only support your success in greener purchasing efforts, but may also make you eligible for a Leadership in Greener Purchasing Award from Office Depot.

As described on page 14, we recognize a small number of customers who show leadership in greener purchasing at a special awards ceremony. We hope to present one to you in the future.

Thank you for your interest and efforts towards greener purchasing and your partnership with Office Depot. ”

Zulema Ledesma

Zulema Ledesma
Sustainability Strategy
Office Depot





Green Business Review

EVALUATE YOUR GREEN SPEND AT A GLANCE

The first place to start on your greener purchasing journey is with the Green Business Review (GBR). This report, exclusively for Office Depot Business Solutions Division customers, gives you a thorough summary of your green purchasing by visually depicting your spend based on the Office Depot® Shades of Green Rating System. Using this system, we have rated thousands of products, as defined on pages 5-7.



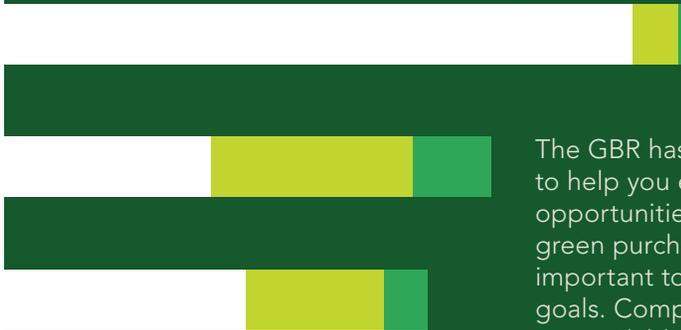
“ Providing our customers with green reporting that helps them achieve their sustainability goals is an integral part of our program offerings. ”

Charles Neidenbach

Charles Neidenbach

Sustainability Solutions

Office Depot



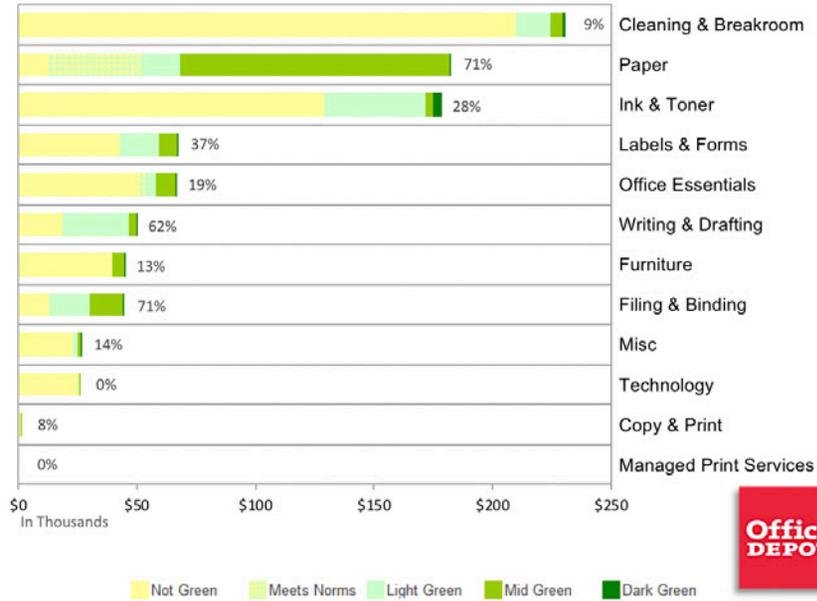
The GBR has been optimized to help you easily identify opportunities to increase your green purchases that are important to your organization's goals. Complimentary reports are available on a quarterly basis to Office Depot Business Solutions Division customers, which will help you set a baseline and track greener purchasing over time. Office Depot Business Solutions Division contract customers with a minimum of 3 months of purchases may request a GBR from their Account Representative.

Green Spend

BY OFFICE DEPOT® SHADES OF GREEN RATING SYSTEM

GREEN SPEND		
Light Green Spend	\$140,445	15.3%
Mid Green Spend	\$162,737	17.7%
Dark Green Spend	\$8,482	0.9%
Total Green Spend	\$311,663	33.9%
Total Spend	\$920,054	100%

CATEGORY PURCHASES BY OFFICE DEPOT® SHADES OF GREEN RATING SYSTEM



Note: Office Depot has a Green Attribute Database (GAD) in which we capture vendor claims on the eco-attributes and eco-labels associated with their products. Based on these claims, on which our reporting is 100% reliant, we apply our Office Depot® Shades of Green Rating System to rate items as: Not Green, Meets Norms, Light Green, Mid Green or Dark Green, based on the type and level of eco-attributes and eco-labels. More details are available on request. Spend is sales net of returns.

2

DEFINE YOUR PRIORITIES & POLICIES

Greener Purchasing Priorities & Shades of Green



DECIDE THE CATEGORIES OR IMPACTS YOU WANT TO ADDRESS

After analyzing your spend, it's important to define your purchasing priorities. You can focus on specific product categories, specific economic goals, or particular environmental issues.



NOT GREEN



MEETS NORMS



LIGHT GREEN



MID GREEN



DARK GREEN

The following examples explain the Office Depot® Shades of Green Rating System as well as the Office Depot product definitions of "not green", "meets industry norms", "light green", "mid green" and "dark green" in various product categories.

2

DEFINE YOUR PRIORITIES & POLICIES

Green Rating Examples



GREENER PAPER



0% recycled
SFI certified



0% recycled
FSC certified



30% post
consumer recycled



100% post
consumer recycled



NOT GREEN



MEETS NORMS



LIGHT GREEN



MID GREEN



DARK GREEN

GREENER TONER



Free recycling
solution



Remanufactured



Recycled Content
& high yield



Remanufactured
& high yield

GREENER PENS



0% not refillable,
not recycled



54%
total recycled



74% post
consumer recycled



89% post consumer
recycled & refillable

2

DEFINE YOUR PRIORITIES & POLICIES

Green Rating Examples



GREENER DRINKWARE



Disposable, not recycled



25% recycled



Compostable• & BPI certified



Reusable



NOT GREEN



MEETS NORMS



LIGHT GREEN



MID GREEN



DARK GREEN

GREENER LIGHTING



Incandescent bulb



Halogen bulb



CFL bulb



LED bulb

GREENER CLEANERS



Made with harsh chemicals



Biodegradable



EPA's Safer Choice



Cradle to Cradle Gold certified

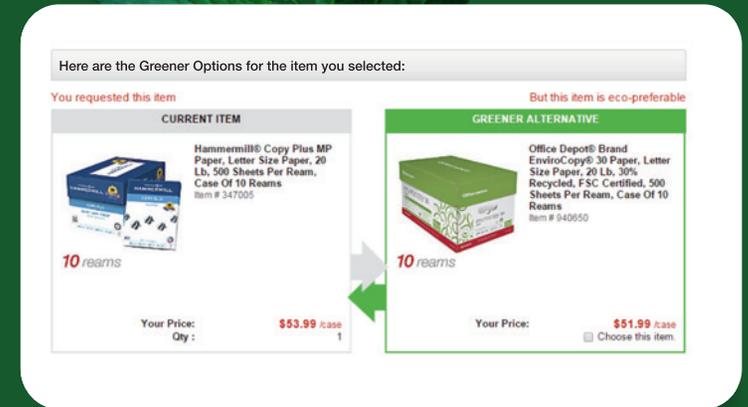
Greener Options Tools

HELPFUL WAYS TO PROMOTE GREENER PURCHASING

If you've analyzed your spend, defined your priorities and are ready to switch to greener products, Office Depot can help with the following greener options tools available at business.officedepot.com.

GREEN SELECT CART

This optional functionality allows greener product options which are presented as suggestions when a buyer is shopping at business.officedepot.com and logged in as a contract customer. Shoppers have the option to choose the greener product or continue to purchase the existing item in their shopping cart. Pricing for the greener option is always shown to support your greener purchasing strategy.



Current SKU	Current Shade of Green	Current Price	Greener Option SKU	Shade of Green for Option	Price for Greener Option
Commonly Purchased Toner	Not Green	\$100		Dark Green	\$90
Commonly Purchased Paper	Meets Industry Norm	\$35	30% Recycled Paper	Mid Green	\$37
Commonly Purchased Cleaner	Not Green	\$7.50	GreenSeal Certified Cleaner	Mid Green	\$7.25

GREENER OPTIONS REPORT

This report allows you to see the most commonly purchased products that currently have greener options. You'll be able to review historical purchases to compare the price of each greener option to the current item purchased and learn how greener buying decisions may increase or decrease your costs overall. This report requires a minimum of 3 months of purchases.

End User Education & Engagement

WAYS TO TEACH AND PROMOTE GREENER PURCHASING

People can be particular about office products. When you switch to greener options, it's a good idea to educate and engage purchasers about your strategy and program. This can be achieved by sharing samples of greener products, hosting workshops or providing useful links and web-based information. To learn how to use more effective eco-conscious products, learn about greener purchasing strategies, and learn about the Office Depot environmental journey, we encourage you to explore solutions using this weblink:

business.officedepot.com/sustainabilitysolutions

Help your business bloom with our **ECO-CONSCIOUS** solutions & services

Services Solutions Sustainability Diversity Industry Solutions

Searching for a partner to help you go greener? Office Depot is committed to providing eco-conscious products and services to help our customers. We've developed a step-by-step guide to help you save time and money while reducing your environmental footprint through our Greener Purchasing Program. **Complete the form on this page, and let's start the conversation.**

What does "eco-conscious" mean for business?

It means making a concerted effort to reduce its negative environmental impact while increasing demand for greener products and implementing sustainability.

How can being eco-conscious help your company?

The following practices can help you reduce costs and increase efficiency across your organization:

- Conserving energy
- Recycling
- Using water-saving devices
- Leveraging energy-efficient equipment
- Reducing waste
- Promoting eco-conscious methods to help set your business apart and attract new customers

How can you help in reducing your environmental impact?

Join our Greener Purchasing Program for five main steps and a series of tools that may help you save time and money while reducing your environmental footprint. In addition, your account manager can provide samples of current policies to help your business shine.

Choose from thousands of eco-conscious products

Equip your business with thousands of products that have eco-attributes and eco-labels from our GreenerOffice™ Web Store. You'll find everything from supplies to furniture, lighting, cleaning supplies and more. In addition, you can refer to The Green Book by Office Depot, which features products that are color-coded using our GreenerOffice™ rating system.

Help your business work greener with our eco-conscious services and solutions

Reporting to track green spend

Analyze your organization's spend and determine your focus areas with a set of Green Spend Reports.

GreenerOffice™ Delivery Service

Lower your impact on waste and greenhouse gas (GHG) emissions by having your

3

SWITCH TO GREENER OPTIONS

The Green Book.[®] Digital Catalog

OUR EXCLUSIVE DIGITAL CATALOG THAT ENHANCES YOUR SHOPPING EXPERIENCE

Making greener choices is much easier with The Green Book[®] from Office Depot, which showcases a visual journey of product solutions for every space in your office. Whether a breakroom, boardroom or cubicle space, we've got an assortment to fit every need and style.

Our digital version of The Green Book is designed to educate customers and promote the wide range of eco-conscious products we offer. The Green Book is an interactive experience that customers can view on all their devices including cell phones and tablets. The navigating experience is simple and intuitive, with full support for familiar touchscreen gestures such as pinch-to-zoom and swiping between pages.

The Green Book begins with an overview of the Office Depot[®] Shades of Green Rating System followed by a summary of the eco-labels and eco-attribute icons for saving resources, saving energy, and using safer chemicals.

The heart of The Green Book features a diverse set of eco-conscious products and their associated shade of green and certifications, presented in their native office environments. Customers can click on each product to read Features & Benefits and see color-coded green ratings, eco-attributes and eco-labels with their respective explanations. No need to flip back and forth between product pages and an icon reference!

As customers browse the diverse product selections, they can view videos and see other related content along the way. Sharing The Green Book experience with their colleagues is encouraged through an icon in the built-in toolbar that allows users to create an email or post a link to Facebook or other social media channels.



3

SWITCH TO GREENER OPTIONS

Office Depot. GreenerOffice™ Website

ALL YOUR GREENER OPTIONS. ALL IN ONE PLACE.

You'll find thousands of greener options right at your fingertips on the Office Depot® GreenerOffice™ website. The site includes products with eco-attributes and eco-labels in nearly all product categories, from office supplies and technology to furniture and cleaning products.

All of the products on the site meet the Office Depot® Shades of Green Rating System for light, mid or dark green. For each product, you'll see its description, associated eco-conscious attributes and eco-labels, and a recycled icon if the item contains recycled content. The site also has customer reviews for many greener products as well as links to useful greener resources.



To access the site, contract customers may visit business.officedepot.com/greeneroffice
All other customers may visit officedepot.com/greeneroffice



TIPS FROM OUR CUSTOMERS

- Send a link of the homepage, specific products or product categories to all purchasers
- Suggest purchasers bookmark the site
- Host a Lunch & Learn to educate purchasers on how to find the site and search for greener products
- Create your own greener shopping lists and encourage others to do the same

Your Account Representative can guide you through all the functions within the GreenerOffice™ site so you can decide how to share these with buyers in your organization.

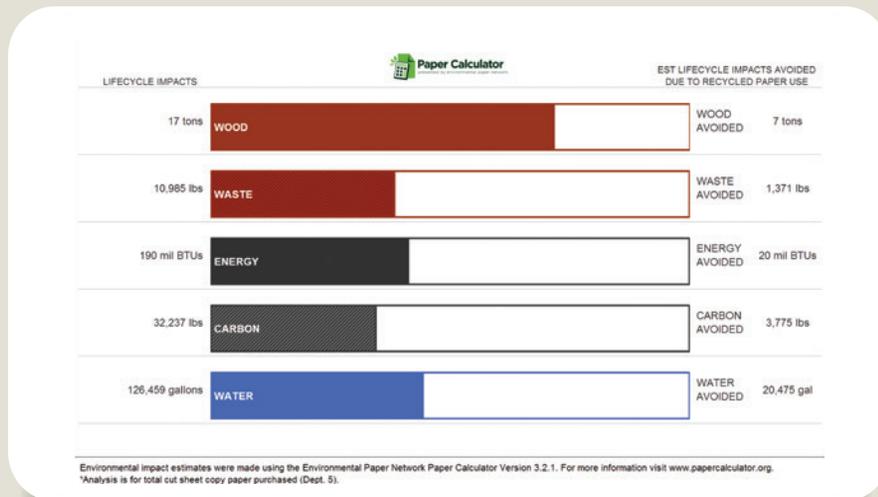
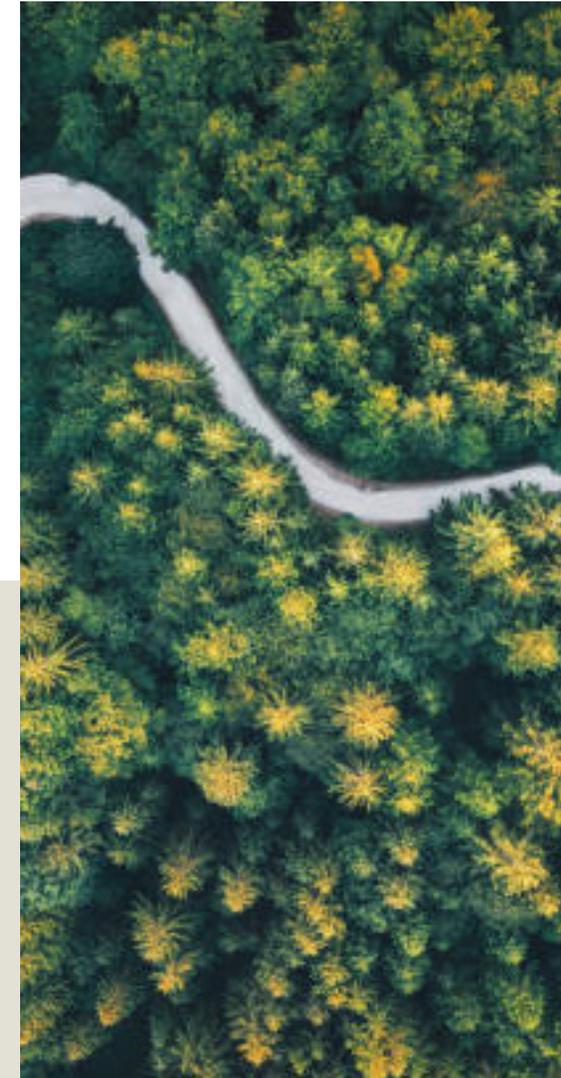
4 MEASURE YOUR RESULTS



Environmental Benefits of Greener Purchases

REPORTS TO HELP YOU ANNOUNCE YOUR PURCHASING EFFORTS

One of the common questions associated with greener purchasing is “how do you measure results?”. One simple way is to review your green spend with the Office Depot® Green Business Review, described on page 3. Identifying the environmental benefits of greener spend is more complicated, but it can be done through a Life Cycle Assessment (LCA) and comparing prior purchases with greener purchases. For most product categories this is very difficult, but in a handful of categories such as paper, lighting and ink/toner, there are some widely accepted LCA tools.



To the left is an example of a lifecycle benefits report, based on data from papercalculator.org, which Office Depot uses to quantify the benefits of recycled paper purchases. This report is included in the Office Depot® Green Business Review and benefits achieved have been communicated by many Office Depot customers in their annual Sustainability Reports.

Copy Paper Life Cycle Analysis*

4

MEASURE YOUR RESULTS

Environmental Benefits of Greener Practices

SOLUTIONS & REPORTS TO HELP YOU WASTE LESS AND RECYCLE MORE

Beyond buying greener products, organizations with effective greener purchasing programs also consider how products are shipped and what happens to them after use. To address these needs, Office Depot has many solutions to help reduce waste, recycle more, and track environmental benefits achieved.

RECYCLING CAN BE REWARDING FOR YOUR BUSINESS OR SCHOOL!

When you sign up for our recycling program, you can:

Earn money back for the qualified ink and toner cartridges, rechargeable batteries, and select small electronics you recycle.

(Effective May 1st, 2020, the My School Recycles program will be combining with My Business Recycles program. Please register for a new account on www.mybusinessrecycles.com)

Using the 'track activity' feature of the website, you can monitor the number of cartridges returned as well as weight of materials recovered such as plastic, nylon, aluminum and packaging.

This report can help communicate the added value of your recycling efforts.

My Business Recycles

[Learn More](#)



OFFICE DEPOT® GREENEROFFICE™ DELIVERY SERVICE

A growing number of orders sent to Office Depot customers are shipped with our GreenerOffice™ Delivery Service. This replaces bulky cardboard boxes with much smaller and lighter recyclable paper bags, reducing waste and offering many other environmental benefits. We can provide a quarterly report quantifying the number of bags received and materials avoided. A minimum of 3 months of purchases is required for this report, if opted into this service.

5

RECOGNIZE LEADERSHIP



Leadership in Greener Purchasing Awards

CELEBRATE YOUR RESULTS AND USE THE POWER OF POSITIVE REINFORCEMENT

Historically, environmentalism has been more about telling people what not to do rather than celebrating what they do. Negative feedback may be useful when trying to stop certain actions, but it doesn't help when trying to encourage positive changes.

At Office Depot, we believe it's more powerful in the long run to reward greener action than to punish inaction. We also believe that recognizing leadership on environmental matters is a good way to influence others and change attitudes. You can reward leaders with certificates, press releases, or formal award ceremonies to name a few.

For over 15 years, we've selected up to 30 customers for recognition through the Office Depot® Leadership in Greener Purchasing Awards. Organizations do not need to apply for the awards, they're selected based on their green spend data or purchasing practices in the prior year.

Leadership in Greener Purchasing Awards:

For customers who purchased a range of products from Office Depot and had the highest "green spend percentage" vs. peers within the same industry.



The Office DEPOT logo is centered within a red square. The word "Office" is in a white, sans-serif font, and "DEPOT" is in a larger, bold, white, sans-serif font. A registered trademark symbol (®) is located at the end of "DEPOT".

**Office
DEPOT®**

Greener Purchasing Program

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