



# OUR PROMISE TO YOU

## CORPORATE RESPONSIBILITY

Corporate responsibility is about how we operate our business and achieve our goals in a way that connects our business decisions with ethical, social and environmental concerns while meeting the expectations of our stakeholders including clients, consumers and our staff. It is about everyone doing their part to help save our resources, support our communities and environment.

Office National recognises that in its operations it has a significant impact with its customers, suppliers and consumers. We have both a legal and moral responsibility to consider the social impacts of our activities, at all levels of the business, in particular our purchasing policies.

We measure the success of our business not just in economic terms but also in terms of environmental and social aspects; all elements add to the value of the company and to its suppliers and employees.

### We strive to provide a range of products that are:

- Carbon neutral.
- Non-toxic.
- Made from materials that are biodegradable.
- Made in accordance with specific environmental standards.
- Manufactured from farmed materials ie plantation timbers for paper manufacture.
- Refills for original product; which extends the component life reducing drain on resources.



We also sell a range of Biopak products, who are committed to making positive change to our environment. By purchasing Biopak you are contributing to the planting of over 10,500 trees and the purchase of over 4 hectares of threatened Daintree rainforest in North Queensland since 2011.

BioPak support Forest and Bird in New Zealand with critical projects relating to Kauri dieback disease – which is having a devastating effect on kauri trees and the forest ecosystem that relies on them. At present, the disease has no known cure and there is no proven way to prevent its spread.

By purchasing from the BioPak Indigenous Biocup range you will directly help Corporate Connect AB CCAB and Supply Nation.

These organisations support Indigenous communities, both urban and rural, by developing practical, innovative and strategic solutions for Indigenous employment and economic advancement.



Above & Beyond

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Office National are members of Supply Nation. We engage with Supply Nation certified partners including Cultural Choice, BioPak and Cole Workwear.

Cultural Choice is a 100% Indigenous, privately owned and operated company where \$0.10 from every product sold goes to the Cultural Choice Association (#INC1800475). It is a Public Benevolent Institution set up to raise funds and to support the investigation of causes and prevention of Aboriginal youth suicide in Australia.

Cole Workwear, also Supply Nation certified - a proudly Nyoongar owned and run company with national reach. To date, Cole Workwear has donated over \$30,000 worth of merchandise and a percentage from Boomerang™ product sales to the Nyoongar Wellbeing & Sports Association (NW&S). This has directly helped fund cultural activities for the Young Aboriginal Girls Program in Mirrabooka, WA.

**AS/NZS 4801:2001**  
Occupational health and safety management systems  
- Specification with guidance for use.  
Certificate Number: 2018-3228

**Integrated - 4801/14001:2015/9001:2015**  
Safety, Quality and Environmental.  
Certificate Number: 2018-5498

**ISO 14001:2015**  
Environmental Management Systems.  
Certificate Number: 2018-5496

**ISO 9001:2015**  
Quality Management Systems.  
Certificate Number: 2018-5497



**We are members of APCO and therefore signatories of “The Australian Packaging Covenant”.**

**APCO is a co-regulatory, not-for-profit organisation that partners with government and industry to reduce the harmful impact of packaging on the Australian environment.**



## ERGONOMICS

Discover the amazing initiatives that we are involved in. One of our big initiatives being ergonomics, and it's effects on our mental and physical health.

We have recently teamed up with local practicing Accredited Exercise Physiologist, Shane Rose who provides 15 years experience in injury prevention, management and exercise rehabilitation to get you the right advice on ergonomics.

We are learning how poorly set up office spaces can have an adverse affect on our mental health. A well set up office will increase staff productivity, attract new talent and promotes a happier healthier working environment.

We're here to help support you with your workplace health and safety needs, so please don't hesitate to contact us for more information on how to set up your ideal workspace.



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