

Offshoot (NZ) Ltd Environmental Policy

Business Mission: To deliver products and services that are proven, give value for money, and will not harm people or the planet.

It is our policy, goal and commitment to:

- Always improve our environmental performance.
- Effectively manage significant environmental impacts.
- Comply with relevant environmental legislation as a minimum level of activity.
- Educate and train employees in environmental issues and the effects of their activities.
- Communicate the businesses environmental aims and objectives to all staff as well as customers, investors and other external stakeholders.
- Consider the life cycle of all our products and using products that are as sustainable as possible.

To achieve our standards of minimising the Environmental Impacts, we have implemented the following procedures:

- **Minimise waste material as and where possible** – rubbish into general waste, recycling into recycling bin and cardboard into cardboard bin.
- **Use Google Maps** - plan each trip via our vehicles to minimise travel.
- **Use biodegradable chemicals and products where possible** – we use on our own products in our toilets and kitchens which are all ECNZ approved.
- **Use of wood from only sustainable materials** – We have built walls out of FSC accredited timber.
- **Working with Supplier who hold ISO14001 Environmental Certifications.**
- **Re-use packaging materials for when we pick and pack our stock** - using old plastic wrap inside our boxes when additional box packaging required.
- **Avoid the use of printing paper documents wherever possible** - sending invoices and quotes via email as PDF files.
- **Recycling office equipment that is no longer of use to the company** - giving away items such as computers and printers that we no longer use.
- **Recycling old plastic dispensers returned to us** – we use Astron Plastics who take our old plastic dispensers and recycle them.
- **Reuse wastepaper (from the printer) where possible** - making use of the blank side for notes etc.
- **Purchase sustainable products where possible** – Copy printer paper (FSC), Pens made from recycled material, products with ECNZ accreditations.
- **Avoid unnecessary travel** - making use of instant messaging, video and audio conferencing, telephone and email.

Wesley Binedell
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