

Environmental Policy Statement

Source Office Products has a long-standing commitment to the environment. We continually seek to be one of the environmental leaders in our industry and commit to not only meeting existing environmental laws and regulations, but go beyond the status quo and seek techniques and approaches that position us ahead of our competition.

Over our 20+ years of business operations, we have worked to minimize our impact on the environment, while providing innovative solutions and resources to our clients wishing to do the same.

Source Office Products' sustainability policies and practices are directly linked to our corporate business strategy. Among significant elements of our sustainability initiatives are:

- We have an in-house volunteer Green Committee responsible for analyzing all elements of our business operations, both internally and externally. This group makes recommendations and implements solutions to maximize resources and reduce environmental impact.
- We offer our customers thousands of environmentally friendly office products. Through regular reporting and partnership with our clients, we encourage the use of recycled and sustainable products. We actively quantify, report, and celebrate our clients' accomplishments.
- We promote recycling both internally and externally. We participate in a single-stream recycling program in our Wheat Ridge facility, diverting thousands of pounds of waste annually away from the trash. We eagerly support our clients' recycling initiatives with creative solutions and recyclables collection where alternate options do not exist.
- We give preference to vendors and suppliers offering products and processes that minimize impact on the plant and its resources.
- Last year alone, Source Office Products recycled over 13,000 spent toner cartridges, diverting 160+ pallets full of waste from landfills.

We will continue to pursue further improvements to our processes and procedures to assure our business operates in a responsible manner every day and utilizes the best resources to minimize our impact on the environment.

