



Corporate Express US
Paper Procurement Policy

July 27, 2007

Statement of Commitment

As one of the cornerstones of our sustainability program, Corporate Express is committed to offering our customers quality paper products while recognizing the need to protect the environment and the sustainability of the natural resources used to manufacture them. This policy outlines our goals for sustainable paper procurement and describes the procedures we are adopting to meet these goals.

What is Sustainable Paper?

We believe sustainable paper products are those produced in harmony with the environment. The production of paper products should not compromise the availability of those resources for future generations, nor impair ecological values like biodiversity and endangered species. In pursuing our goals, we are guided by two basic principles:

- 1) Science based. The standards we use to inform our actions are based on science. To the greatest extent possible, we rely on peer-reviewed scientific studies, the findings of technical societies, and balanced lifecycle comparisons to determine the best possible course of action.
- 2) Practical and achievable. We will consider those options that are consistent with our corporate commitment described above and that Corporate Express and its suppliers can realistically hope to achieve, based on changing environmental, economic and market conditions.

Supplier Sustainability Requirements

We require companies that supply paper to Corporate Express to demonstrate at least on an annual basis that the wood fiber used in our paper comes from sustainably managed forests and that the paper is manufactured using environmentally preferable technologies and processes.

Recycled Content Paper

To advance the conservation of natural resources, Corporate Express will promote the recycling of office paper and the purchase of recycled content paper, particularly paper with post-consumer content. We are setting three corporate goals:

- 1) Increase the Recycled Content In Our Paper Product Offerings: Our goal is to increase the percentage of recycled and alternative fiber content in the paper products we make available for sale to an average of 30 percent.
- 2) Reduce Internal Use of Paper; Raise Recycled Content for Internal Paper Use: Our goal is to reduce the use of paper internally and by the end of 2007 to raise

the percentage of recycled content in the paper products we use within our company to an average of 30 percent.

- 3) Increase Recycled Content in Marketing Material: Our goal is to increase the percentage of recycled content by the end of 2007 in all our marketing and product catalogs to an average of 30 percent.

Sustainable Forestry Practices

Our paper suppliers must demonstrate that they do not use wood fiber from endangered forest ecosystems or timber that is illegally harvested. By endangered, we mean those forests recognized by appropriate scientific, national or international authorities as ecologically valuable, rare, and that include disappearing ecosystems.

In those cases where suppliers use wood fiber from forest areas that are not endangered under our definition, but nevertheless have “high conservation value,” we will require they demonstrate those values are being protected.

We will require our suppliers to demonstrate that the products they provide us come from forest operations that:

- Are shown to be sustainably managed
- Protect and promote biodiversity
- Are not as a rule converting natural forests to intensively managed industrial forests
- Work toward continuous improvement.

Tracing Fiber Sources

By the end of 2007, all paper suppliers to Corporate Express must begin providing annual documentation identifying the origin (such as geographic source, procurement basin or district of origin) of the fiber in the products they provide us, including pulp.

Forest Certification

Our goal is to have all the wood fiber in our paper come from forests that are third-party certified as sustainably managed under a credible forest certification system. We will prefer suppliers who certify their products to a standard that includes chain-of-custody certification; in particular the Forest Stewardship Council (FSC) standard, wherever that fiber is available in sufficient commercially available quantities and prices. Where FSC-certified product is not widely available, we will prefer suppliers who meet other credible forest certification standards, such as the:

- Sustainable Forestry Initiative (SFI) Standard
- American Tree Farm System (ATFS)

- Canada's National Standard for Sustainable Forest Management (SFM) CAN/CSA-Z809
- Programme for the Endorsement of Forest Certification schemes (PEFC)
- Pan-Canadian Woodlot Certification Program
- Master Logger Certification Program
- Other equivalent certification standards.

Paper Mill Performance

We will require the manufacturers who supply our paper to demonstrate that the environmental performance of their mills meets high standards for sustainability. We will monitor our suppliers for a commitment to environmental innovation and continuous improvement, compliance with all federal, state and local environmental and forestry laws and regulations, and the use of the pulping and papermaking technologies that minimize raw material and resource utilization, and emissions.

By the end of 2008, we will require that the manufacturers who supply our paper products report their mill environmental performance to us annually using either a widely recognized format like the Environmental Performance Assessment Tool (EPAT) developed by the Paper Working Group and Metafore, or an acceptable alternative format that allows Corporate Express to make fair performance comparisons between mills.

We will prefer paper manufacturers who:

- Meet the highest levels of transparency by publicly reporting their environmental and forestry policies and performance on an annual or more frequent basis.
- Demonstrate corporate leadership by participating in voluntary programs like the U.S. Environmental Protection Agency's Performance Track partnership or utilize product labels like the European Union's EU Flower, Germany's Blue Angel or the Scandinavian Nordic Swan.
- Certify their environmental management systems to the ISO 14000, EMAS or other credible international environmental management standard.

Continuous Improvement

This policy is a living document. In the spirit of continuous improvement, we will review our standards on a regular basis to guarantee that our requirements not only apply to the production of our papers, but also contain the most up-to-date information available. We will require our suppliers to provide us with reporting that supports each of our key initiatives on an annual basis and we will update suppliers of new developments. Corporate Express will periodically audit its suppliers to verify their progress and the reliability of their data. If any current Corporate Express suppliers are found not to already meet our policy requirements, they will be asked to submit a

schedule by which they will comply, and we will reserve the right to alter our purchasing agreement if no satisfactory response is received.

Sustainability is at the core of Corporate Express' operating philosophy, and as we continue to evaluate our paper sourcing practices, we will seek environmental leaders that share our commitment to producing sustainable products, to supporting local communities and to conserving and protecting forests. We encourage our suppliers to work together with Non-Governmental Organizations to achieve harmony in accordance with the rules and regulations of local governance.

Transparency

Corporate Express is an Organizational Stakeholder of the Global Reporting Initiative, and will progressively report on sustainability matters using the GRI guidelines, including our progress in respect of this paper procurement policy.