



## Responsible Recycling, Environmental, Health & Safety and Data Security Policy

We recognize that the responsibilities for environment, health & safety and data security are shared, requiring cooperation, not only between employees and their supervisors, but among and between all those who assume the various roles within the company.

We will continually improve our Integrated Management System and Performance. This will include the setting of IMS goals, taking into consideration our EH&S aspects, impacts and hazards from our business, financial, operational and legal requirements as well as the views of interested parties.

Environmental Office Solutions's Environmental, Health and Safety Policy calls for continual improvement in its IMS activities and our business will be conducted according to the following principles.

### We are committed to:

- Collect, inspect, and resell used print cartridges and small consumer electronic devices (cell phones and tablets, etc.) for remanufacturing and refurbishment.
- Maintaining a zero tolerance for focus materials entering a landfill as an end of life policy and will protect the environment by maintaining the highest possible standards of recycling and reuse excellence. Focus Materials and our Waste Streams will be managed throughout the recycling chain to final disposition with due diligence to protect the environment.
- Protection of the environment including prevention of pollution and the prevention of work-related injury and ill health to all of our interested parties.
- Providing clean, safe, healthy working conditions that comply with all legal and other requirements and these compliance obligations are evaluated on a regular basis.
- Eliminating hazards and the reduction of OH&S/IMS risks and consultation and participation of workers and their representative's where they exist.
- Managing used print cartridges and consumer electronic devices based on the R2 reuse hierarchy including onsite and downstream materials management throughout the recycling chain.
- Social accountability values, including the prohibition of prison labor and child labor.
- Continuous improvement achieved through monitoring of objectives and targets and rigorous evaluation of our Integrated Management System.
- Communicating and reinforcing this policy throughout our company, as well as, to our customers, our suppliers, to the public and all interested parties.
- Communicating with customers of data security issues and addressing their data security and privacy requirements through the secure handling of data containing devices.
- Training our staff in the needs and responsibilities of environmental, health and safety management.
- Meeting customer requirements and identifying the needs and expectations of our interested parties.
- Reviewing and revising these policies to insure they remain suitable and appropriate.

Chris Stoddard – President

Mark Tosi – Executive Vice President