



## Sustainable Electronics Reuse & Recycling, Quality, Environmental, Health & Safety and Data Security Policy

We recognize that the responsibilities for sustainable electronics reuse & recycling, quality, 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 QEH&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 Sustainable Electronics Reuse & Recycling, Quality, Environmental, Health & 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 by providing responsible downstream vendor management of used electronics and accessories.
- 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 Hierarchy of responsible Management Strategies prioritizing reuse first followed by materials recovery for recycling into new products as well as onsite and downstream materials management throughout the recycling chain.
- Social accountability values, including the prohibition of prison labor and child labor as well as meeting the commitment to R2 Core 1 (d).
- A Non-Discrimination Policy of fair and equal treatment of all workers that is communicated on a yearly basis to all of our employees.
- 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 QEH&S management.
- Meeting and identifying the needs and expectations of our interested parties, as well as the requirements and satisfaction of our customers.
- Reviewing and revising these policies to insure they remain suitable and appropriate.

Chris Stoddard – President

Mark Tosi – Executive Vice President