

## Environmental Policy - Onbone Oy

Protection of the environment is part of Onbone's values and principles and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business. Environmental management system of Onbone ensures that all aspects related to environment are identified, established and continually improved.

Onbone's environmental policy is implemented by:

- ❖ Minimizing environmental impact of our products and their packaging.
- ❖ Providing ecologically friendly, non-toxic products which does not pollute the environment.
- ❖ Committing to conform to applicable regulations related to the restricted substances in products.
- ❖ Minimizing environmental damage and maximizing opportunities to environmental enhancement.
- ❖ Comply with legal requirements and aim to achieve a progressive reduction in environmental impact in all parts of its operations.
- ❖ Promote personal responsibility and effort on the part of employees, at all levels to avoid and prevent environmental damage, and to act as good neighbours to those affected by the company's activities.
- ❖ Provide such assistance, training and information as may be necessary, to personnel and customers at all levels.
- ❖ Assess and consider environmental impact as an important part of its decision making process.

It is expected that everyone will support the Company in achieving this policy, and in particular;

- ❖ To promote a purchasing policy which takes into consideration a supplier's environmental practices and encourages the procurement of environmentally-friendly materials.
- ❖ Seek to conserve the use of energy, water and paper and to promote the use of recycling at its offices.
  - Wherever possible, computer printing and photocopying should be undertaken in duplex so as to minimize paper usage.
  - Dedicated bins are provided in all offices for the collection of waste paper for recycling.
  - Lights should be switched off if there is nobody in a room.
  - Computers, monitors, printers and photocopiers should be switched off at the end of each day, and computer monitors should be switched off if the operator leaves their desk for more than a few minutes.