

SUSTAINABILITY POLICY

1. Vision

At Office Inspirations, we intend to provide the best products in our sectors to our clients and customers while simultaneously working to improve the environmental social and economic aspects of the world in which we operate.

Our vision becomes reality by putting into action programs and practices that reduce the use of natural resources, optimize energy efficient products and technologies and foster innovations and creative solutions that add value for our clients, communities and our planet. We strive to be part of only sustainable companies as a dealership, who consider sustainability as a source of inspiration.

2. Principles

- We are committed to sourcing only sustainably produced products from the leader companies we are representing and create a healthy working environment
- Through our actions and offerings, we embrace environmental, social and economic practices that benefit our customers, employees, contractors and society as a whole.
- Maintain and, if possible, enhance, the quality of the environment with the support of our office use goods suppliers and also with the support of the manufacturing companies that we are representing.

3. Our Ability and Duty to Act

We believe we have the power to protect the future by:

- Purchasing sustainable and recyclable goods and equipment to create a better environment for our employees,
- Creating reuse channels for products we are selling with the support of the represented manufacturers, with take back programs for recycling, refurbishing programs, sale or donation to other businesses or organizations
- Representing companies who can quantify their products' environmental impacts, to help clients make the most responsible choices
- By involving 100% of the recyclable materials in the recycle stream.

4. Statements of Commitments

Office Inspirations is committed to establishing, promoting, maintaining and improving a culture of sustainability and environmental responsibility by our staff and contractors.

Office Inspirations is committed to providing timely management review of sustainable business operating procedures and practices. We commit to track, measurement and report on our performance of the implementation of sustainability practices with a commitment of continual improvement in these areas. We look to be a partner in providing sustainable products during the all the procurement processes of our clients

Last Review: 19 November, 2019

Signed by: Sinan Hanash, Office Inspirations, General Manager

