



**KYOCERA Document Solutions
Australia Pty Ltd**


**Australian Packaging Covenant
Action Plan
2010-2015**

Revisions and Approval

Revisions

Issue Date	Reason for Changes
04/05/15	First Draft – General update incorporating all changes as per APC report
18/05/15	Second Draft – Incorporate input provided from comments received
25/05/15	Final Version

Approval

Name	Title	Signature	Date
David Finn	Managing Director		25/05/15

Content

1. EXECUTIVE SUMMARY	1
2. ABOUT KYOCERA	1
3. PRODUCTS AND PACKAGING	2
4. MAJOR ACHIEVEMENTS / INITIATIVES.....	5
4.1 KYOCERA IS COMMITTED TO AUSTRALIAN PACKAGING COVENANT (APC)	5
4.2 KYOCERA'S PACKAGING DESIGN MEETS THE SUSTAINABLE PACKAGING GUIDELINES	5
4.3 INCREASE IN THE VOLUME OF PAPER WASTE AND PACKAGING RE-USED AND RECYCLED	6
4.4 INCREASE IN AWARENESS WITH KYOCERA'S CHANNEL PARTNERS IN MANAGING AND RECYCLING THEIR PACKAGING WASTE	6
4.5 CONTINUES TO PROMOTE CONSUMABLE RECYCLING THROUGH CARTRIDGES 4 PLANET ARK	6
4.6 COMMITTED TO PRODUCT STEWARDSHIP	7
4.7 RECYCLING-FRIENDLY PURCHASING POLICIES.....	7
4.8 CERTIFICATION TO ISO 14001:2004.....	7
5. ROLES AND UNDERTAKINGS.....	8
6. REFERENCES	9
7. CONTACTS.....	9
TABLE 1 – ACTION PLAN 2010-2015	10

1. Executive summary

KYOCERA Document Solutions Australia Pty Ltd (KYOCERA) is fully committed to the Australia Packaging Covenant (APC) Action Plan to ensure the Covenant's performance target/goals, actions and key performance indicators are met.

KYOCERA has and will continue to:

- implement design and procurement processes that drive sustainable design of packaging, consistent with the Sustainable Packaging Guidelines (SPG)
- implement policies or procedures to buy products made from recycled materials
- establish collection and recycling programmes for used packaging materials generated on-site
- take action, where appropriate, to reduce litter
- assist the Packaging Covenant Council to respond to complaints from the public about the design and use of packaging materials

2. About KYOCERA

KYOCERA Corporation was established in 1959. The name KYOCERA is derived from *Kyoto* in Japan and the *Ceramic* material KYOCERA developed to create some of the world's leading products. KYOCERA has grown into a vertically integrated company moving into many diverse fields including telecommunication networks, solar power generating systems, ceramic medical equipment and tools, financial and leasing services.

KYOCERA employs more than 69,789 people worldwide and its consolidated net sales totalled 1.45 trillion yen (approximately USD12.21 billion) during the year ended 31 March, 2014.

KYOCERA Document Solutions Australia Pty Ltd focuses primarily on providing total document solutions with a range of laser printers, multifunctional printers and multifunctional devices from offices in Adelaide, Brisbane, Canberra, Melbourne, Sydney, and Perth.

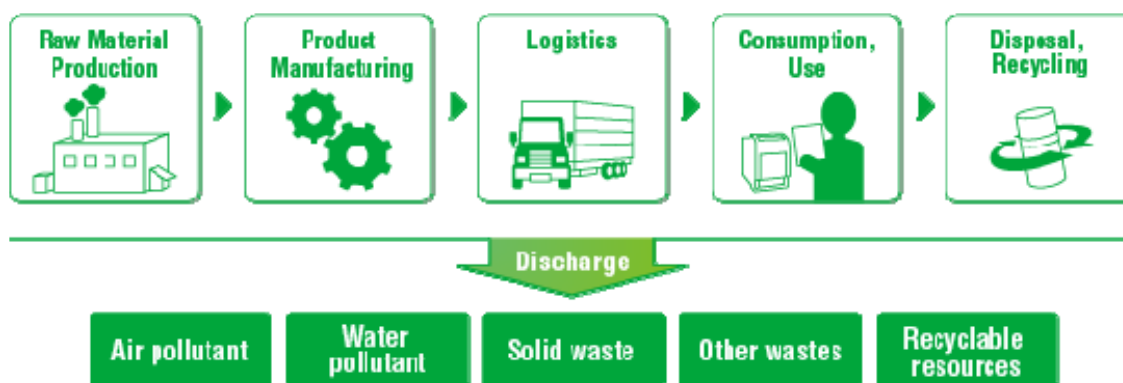
KYOCERA also has a network of channel partners who distribute their products throughout Australia.

3. Products and Packaging

As a Brand Owner, KYOCERA's main activities in Australia cover the sales, supply, logistics, technical support and service of KYOCERA printers and multifunctional printers/ devices.

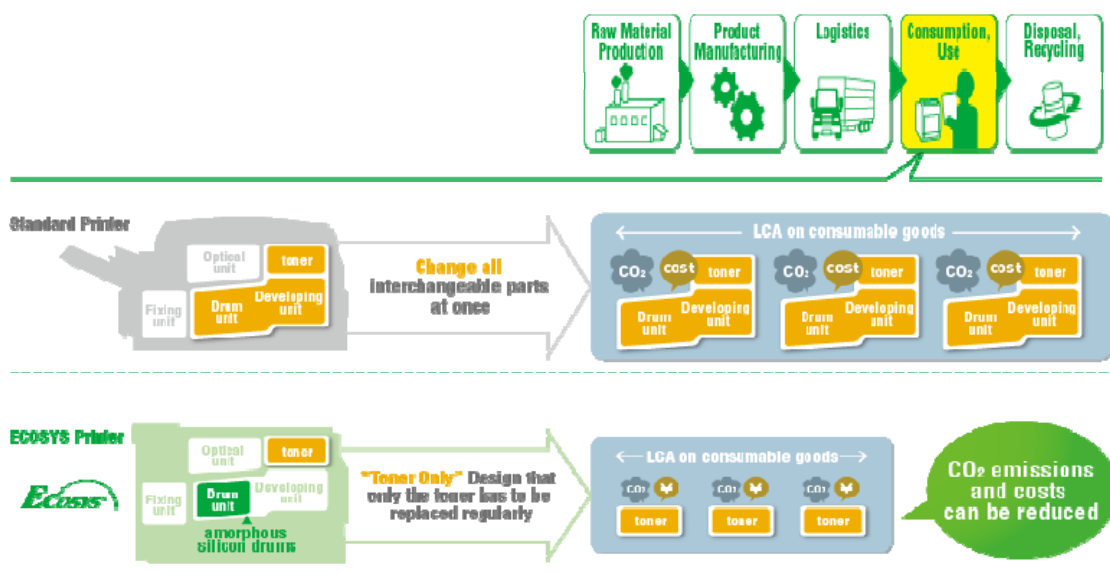
KYOCERA is proud of its sustainable product design with the Life Cycle Assessment (LCA) ecological approach. LCA is a method that quantifies the environmental impact, or load, of products by analysing not only their "useful life" but also their "manufacturing" and "disposal and recycle" stages. By using this approach, KYOCERA can continually design products with a lower environmental load and customers/end users can compare different products and services based on their disclosed information on environmental load.

Environmental load of product's entire life cycle



Furthermore, KYOCERA's products offer a total solution for any print, copy, scan or fax requirements; with a wide range of advanced, environmentally friendly products, which offer low Total Cost of Ownership (TCO) and high reliability. Ultimately, end users benefit from KYOCERA products that provide consistent solutions for printers and multifunction devices.

The proven technology of the amorphous silicon drum and other long-life components, initially developed by KYOCERA for their printers, are now also being used in multifunction devices, which results in highly reliable products with longer service intervals and significantly lower TCO.



KYOCERA product also satisfies various environmental standards such as WEEE (EU Environmental Directive), Energy Star, Blue Angel, and the Japanese ECO Mark.



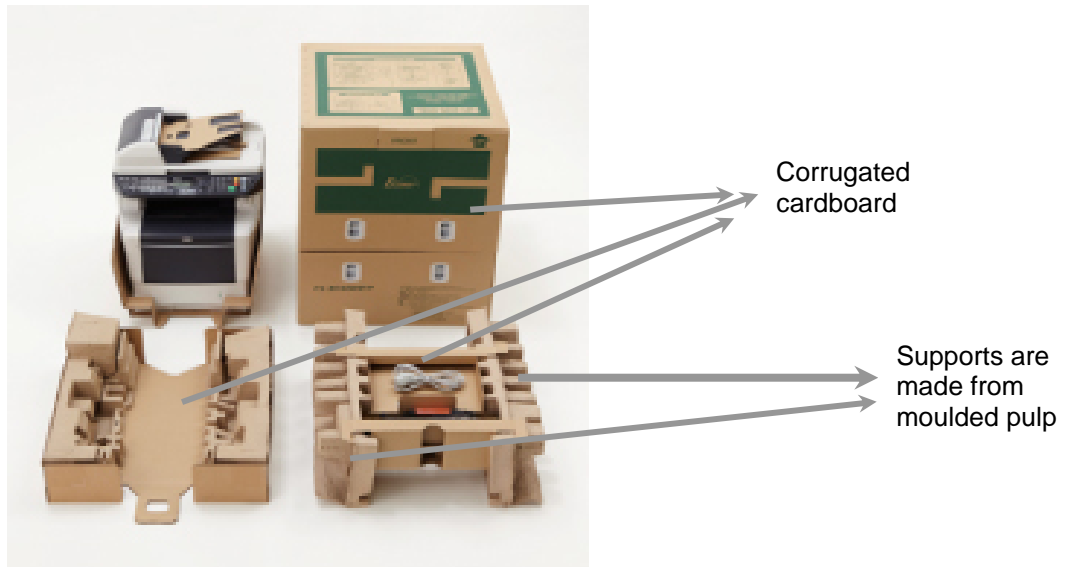
In 1992 when it launched the ECOSYS printer series, KYOCERA decided to introduce environmentally-conscious packaging for all its products. One approach was to stop using plastic-based packaging materials that had been used for cushioning and fixation, and to replace them with paper-based materials such as corrugated cardboard and moulded pulp.

Corrugated cardboard is now used for the outer casing, fixation and cushioning. Moulded pulp is mainly used for cushioning and fixation. Both are made mainly from plant fibre. Moulded pulp, in particular, can be formed without using solvent adhesives, and is highly biodegradable when disposed of in landfills, imparting no negative impact on the soil.

Packaging for all KYOCERA products (ECOSYS printers and multifunction printers/devices) is made of a single sheet of corrugated cardboard, with fold lines used to form outer walls as well as interior walls, which also function as spatial dividers and shock absorbers. The supports are made from moulded pulp.

Paper-based packaging materials such as corrugated cardboard are environmentally-friendly with the system for their collection and recycling has already been well established

worldwide. Moulded pulp is made from waste paper, and also collected and recycled after use. Furthermore, these materials can be easily decomposed, minimising the environmental impact of KYOCERA's packaging should it escape into the litter stream.



KYOCERA's environmentally-friendly packaging

The environmentally-friendly features of this packaging include:

- No chemical adhesives are used to bond the cardboard
- Ease of assembly and without using any adhesives
- Can be easily decomposed

Foldable, one-sheet packaging box



Kyocera ensures the packaging is managed throughout its lifecycle in a way that minimises the consumption of materials and other inputs during design and production, preventing adverse environmental consequences.

KYOCERA Document Solutions Australia is committed to taking appropriate actions for meeting the objective of the Packaging Covenant (See Table 1 - Action Plan 2010-2015).

4. Major Achievements / Initiatives

Following are some of KYOCERA's achievements / initiatives which support and ensure the Covenant's performance target / goals, actions and key performance indicators are met.

4.1 KYOCERA is committed to Australian Packaging Covenant (APC)

In line with KYOCERA Corporation Global Environmental Protection Promotion Activities throughout the world with the focus on CO₂ emission and waste reduction, KYOCERA continues to develop and maintain an effective working relationship with APC in meeting the objective of the Covenant, to minimise the overall environmental impacts of packaging by pursuing the following specific performance goals:

- **Design:** packaging optimised to achieve resource efficiency and reduce environmental impact without compromising product quality and safety
- **Recycling:** the efficient collection and recycling of packaging
- **Product Stewardship:** a demonstrated commitment to product stewardship by organisations in the supply chain and other signatories

4.2 KYOCERA's packaging design meets the Sustainable Packaging Guidelines

In line with the Guidelines, KYOCERA's packaging design focuses on:

- Minimising materials (source reduction)
- Maximising water and energy efficiency
- Use of recycled materials
- Use renewable and/or recyclable materials when possible
- Minimising hazards associated with potentially toxic and hazardous materials
- Use materials from responsible suppliers
- Design for transport
- Design for re-use
- Design for recovery
- Design for litter reduction
- Design for consumer accessibility
- Provide consumer information on sustainability

KYOCERA's environmentally-conscious packaging design focusing on resource saving and sustainability is highly regarded in Japan, and resulted in KYOCERA being awarded a prize at the Japan Packaging Contest in 2011 for the eighth consecutive year.

4.3 Increase in the volume of Paper Waste and Packaging Re-used and Recycled

KYOCERA has had its warehouse operation subcontracted to a third party since 2006. Since joining the NPC there has been a significant increase in the volume of packaging and paper being recycled and/or reused in the KYOCERA store locations. More than 90 percent of the packaging is recycling.

KYOCERA has also implemented an internal recycling system in the workplace. All branches have been provided with relevant bins to recycle the following materials:

- Paper and cardboard
- Commingles (cans, glass, plastics)

Since the introduction of the workplace recycling system, more than 98% of the office paper waste or packaging has either been re-used or recycled.

4.4 Increase in awareness with KYOCERA's Channel Partners in managing and recycling their packaging waste

KYOCERA has increased awareness with Channel Partners through its various environmental activities posted on the KYOCERA Channel Partner website.

KYOCERA has been involved with Clean Up Australia for the past eleven years and has been very active in both Clean Up Business Day and recycling programmes with Clean Up Australia.

4.5 Continues to promote consumable recycling through Cartridges 4 Planet Ark

In partnership with Planet Ark, KYOCERA offers the 'Cartridges 4 Planet Ark' take back programme for the disposal of customers' used toner cartridges, fuser units, toner bottles, bulk toners or any consumables from any KYOCERA printers, multifunction printers and devices. These items will be collected from

the customers' sites in the metropolitan area and recycled with a zero landfill outcome.

4.6 Committed to Product Stewardship

KYOCERA has joined Australian New Zealand Recycling Platform (ANZRP) in compliance with the Product Stewardship Legislation. Customers' used printers, multifunction printers and devices are collected from the customers' sites in the metropolitan area and recycled with a zero landfill outcome. It is all part of KYOCERA's commitment to the environment and its long-term sustainability.

4.7 Recycling-friendly purchasing policies

In line with KYOCERA Corporation Global Environmental Policy and Objectives, KYOCERA has a Purchasing Policy and Procedure which requires the purchasing of non-stock items from suppliers who can demonstrate sustainability such as environmentally-friendly manufacturing and sourcing. Consideration is given to increase the recycled or recyclable content materials in the areas of:

- Local packaging
- Paper products
- Office equipment and consumables
- General office supplies

4.8 Certification to ISO 14001:2004

In line with current KYOCERA environmental initiatives implemented world-wide and in Australia, KYOCERA's environmental management system has achieved certification to **ISO 14001:2004** at its head office and New South Wales Branch. KYOCERA offices in Adelaide, Brisbane, Melbourne, and Perth have certified to ISO 14001 in May 2015.

Working towards total compliance to the Standard, KYOCERA ensures:

- The environmental objectives and action plans within KYOCERA functional areas are consistent and fully aligned with KYOCERA's total commitment to the APC.

- Progress in achieving those action plans with their specific performance goals, specific actions and key performance indicators are monitored and reported.
- Those key performance indicators report on the KYOCERA's effective implementation of the Covenant.

5. Roles and Undertakings

To ensure and demonstrate KYOCERA's commitment meets and satisfies the objective and scope of the Covenant, an action plan which is consistent with the Sustainable Packaging Guidelines (SPG) is in place and available.

The action plan is periodically monitored and progress tracked in order to ensure the planned initiatives are performed effectively as intended/planned. It is anticipated that the Action Plan may be revised to encompass new ideas or proposals in enhancing recycling and reuse within the company facility.

Please refer to Table 1, which details Covenant Performance Goals and KPIs, Actions, Responsibility, Baseline Data, Target/Performance Goal, and Timeline/Milestones by Covenant specific goals in Design, Recycling, and Product Stewardship and by key process area. KYOCERA uses these Key Performance Indicators in reporting on the Covenant's effectiveness.

6. References

- ***Sustainable Packaging Guidelines***, Australian Packaging Covenant, July 2010
- ***Handbook for Signatories***, Australian Packaging Covenant, September 2010
- ***CSR Report***, KYOCERA Document Solutions Inc., 2014
www.kyoceradocumentsolutions.com/company/csr/csr_report.html

7. Contacts

Mark Vella

Marketing and Sales Director

KYOCERA Document Solutions Australia Pty Ltd

6-10 Talavera Road

North Ryde NSW 2113

Tel: 02 9888 9999 Fax: 02 9888 9588

Mobile: 0424025055

Email: mark.vella@dau.kyocera.com

Teddy Jayadiwangsa

Quality Manager

KYOCERA Document Solutions Australia Pty Ltd

6-10 Talavera Road

North Ryde NSW 2113

Tel: 02 9888 9999 Fax: 02 9888 9588

Mobile: 0403158832

Email: teddy.jayadiwangsa@dau.kyocera.com

Table 1 – Action Plan 2010-2015

Item	Covenant Objectives/Plans/KPIs	Actions	Responsibility	Baseline Data	Target/Performance Goal	Milestones/Timeline
Goal 1: Design Optimise packaging to achieve resource efficiency and reduce environmental impact without compromising product quality and safety. Hence will improve the environmental performance of packaging						
	KPI 1 – Integration and implementation of SPG in design or procurement of packaging					
1.1		Establish APC Team to implement and assess SPG.	APC Team - Marketing/ Logistics/QA			APC Team appointed.
1.2		Document policy and procedures for reviewing and procuring all packaging against SPG including checklist / worksheet that requests information from suppliers to assist in answering questions in the SPG.	APC Team	Modified process to align with SPG.	Integrate SPG in all the relevant company policy and procedures.	Policies and procedures have been updated and all relevant project plans and checklists have been formalised.
1.3		Conduct review on all products' packaging (existing and new) against SPG. Products are classified into 4 groups – Printers, Multifunction Printers/Multifunction Devices, Consumables, and Parts.	KDC Design Team/APC Team	KDC Design Team has been reviewing both existing and new product packaging.	100% - All new and existing suppliers of KYOCERA are informed.	On-going.
1.4		Review existing products packaging against SPG.	Design Team/ Marketing/ Logistics/QA		50% in 2010-2011 75% in 2011-2013 100% in 2013-2015	Packaging reviews register showing the percentage of existing packaging reviewed. Achieved 100% in 2013-2014.
1.5		Review new products packaging against SPG.	Design Team/ Marketing/ Logistics/QA		100% of new packaging against the guidelines when released to Market.	100% of new packaging/products.

Item	Covenant Objectives/Plans/KPIs	Actions	Responsibility	Baseline Data	Target / Performance Goal	Milestones / Timeline
1.6		Maintaining the use of recyclable product packaging and ensuring the use of recyclable cartons to all deliveries in order to minimise the use of new cartons.	Logistics	% packaging material to be re-used (recyclable) 85% in 2011-2012.	% packaging material to be re-used (recyclable) 80% in 2010-2011 85% in 2011-2013 90% in 2013-2015	Process in place. This has resulted in 100% recyclable and or recycled materials used of all KYOCERA products.
1.7		Continue to use recycled plastic air pouch to replace non-recycled plastic bubble wrap; and review and identify areas that further reduction is possible.	Logistics	Recycled plastic air pouch.	0% bubble wraps usage 100% recycled plastic air pouch usage.	Introduced in November 2012.
1.8		Set the minimum order quantity of loose items where possible to minimise the use of cartons and plastic air pouches.	Logistics	Annual recycling data.	% reduction in recycled plastic air pouch usage. % reduction in carton usage.	In place.
1.9		APC team to meet periodically to review the progress and identify issues for resolutions.	APC Team			Quarterly.

Goal 2: Recycling

Efficient collection and recycling of packaging

KPI 3 – On-site recovery systems for recycling used packaging						
3.1		Continue to recycle all paper based off-cuts/wasted packaging in all store locations.	Logistics	Annual recycling data.	100% of onsite corrugated cardboard & paper based material recycled & e-waste recycling.	Continue to maintain the current company wide recycling practice.
3.2		Electronic Transmission of shipping information to the transportation company to eliminate the use of pre-paid plastic bag, consignment note and manifest.	Logistics	Plastics bags & paper usage.	100%	In place.
3.3		Review current comprehensive		Annual recycling		Continue to maintain

Item	Covenant Objectives/Plans/KPIs	Actions	Responsibility	Baseline Data	Target / Performance Goal	Milestones / Timeline
3.4		recycling practice with respect to recycle waste & reuse incoming packaging and office paper waste where possible.	APC Team	data.	100% recycling.	the current company-wide recycling practice.
3.5		Review the company policy and procedures to include take-back and recycling of packaging and requiring waste management to collect and recycling at cost.	Marketing/ Logistics		Weight of packaging recycling through these initiatives / programmes.	Depending on the demand and take up rate by the end-users.
3.5		Continue to reduce waste in-house by reviewing and identifying areas that further reduction is possible.	APC Team	Annual recycling data.	100% of onsite corrugated cardboard & paper based material recycled & e-waste recycling.	Continue to maintain the current company wide recycling practice.
3.6		Continue to make staff aware of recycling and ensure recycling facility is available and conduct the audit annually or as required.	APC Team/QA	Annual recycling data.	100% recycling.	Policy and procedures are available on Intranet which show employees how to recycle waste generated in the work place.
4.1	KPI 4 – Policy to buy products made from recycled packaging where possible	Implementation of buy recycled purchasing policy or practices.	Marketing, Logistics, and Finance & Administration	Annual paper purchase / usage data.	Only use 50% recycled office paper.	Partially implemented and continue to review and identify all office use and local purchased items for further reduction of “non-recycle” office use purchased items if possible.
4.2		Policy and procedures in place to	Marketing,		90% of local packaging	Achieved 88.7% in

Item	Covenant Objectives/Plans/KPIs	Actions	Responsibility	Baseline Data	Target / Performance Goal	Milestones / Timeline
4.3		consider and buy environmental-friendly products and encourage suppliers to buy and fulfil environmental-friendly products in their supply chains. Regularly review the policy, track and monitor the performance.	Logistics, and Finance & Administration QA	 Annual paper purchase / usage data.	purchased being recycled content by 2012. Meeting the objectives and target.	office paper. Monthly performance report.
Goal 3: Product stewardship						
Demonstrate KYOCERA's commitment to product stewardship						
6.1	KPI 6 – Establish formal processes for working with others to improve design and recycling of packaging	Continue to inform new and existing suppliers of KYOCERA's commitment to APC and the meeting the SPG.	Marketing/ Logistics		Process is in place to inform new and existing suppliers including KDC (Main supplier) about the goals and requirements of APC and SPG.	On-going.
6.2		Inform KYOCERA's Channel Partners of commitment to Australian Channel Partners to adopt similar Packaging Covenant and encourage recycling.	Marketing		Information available on Internet.	In place.
6.3		Promote and encourage our Channel Partners to adopt KYOCERA's Environmental Policy and Guidelines on recycling.	Marketing/ Logistics		Information available on Internet.	In place.
6.4		Investigate any additional packaging materials used by our Channel Partners and educate and work with Channel Partners on the alternative packaging material and possibility of reducing the usage of additional packaging material.	Marketing/ Logistics		Partners Environmental Awareness Program on the Internet secure website.	On-going.

Item	Covenant Objectives/Plans/KPIs	Actions	Responsibility	Baseline Data	Target / Performance Goal	Milestones / Timeline
6.5		Continue to update KYOCERA's Internet and Intranet site with the latest APC information and activities Include information on KYOCERA's commitment to APC on internet to dealers, retailers and customers and Intranet to all employees.	Marketing/ Logistics/QA		Information available on Internet.	In place via Marketing EDM and information available on Intranet.
6.6		Partnership with Cartridges 4 Planet Ark recycling scheme for the collection and recycling of customers' printers, multifunction printers and devices, print consumables, and re-manufacturing of wastes.	Marketing		0% landfill.	In place.
	KPI 7 – Demonstrate other product stewardship outcomes					
7.1		All products labelled with recycling logo to promote recycling.	Marketing/ Logistics		100% and continue to monitor	In place.
7.2		Continue to review and monitor the use of alternative packaging materials e.g. replacing plastic bubble wrapping for spare parts and loose items packaging with recycled plastic pouches.	Logistics		% reduction in recycled plastic air pouch usage. % reduction in carton usage.	On-going usage monitoring and reviewing its effectiveness.
7.3		As a member of Business Imaging Association Australia (BIAA) actively involve and participate in industry or multi-stakeholder working group to address a shared challenge, such as establishing end markets for a recyclable material. Product Stewardship Legislation and continue to encourage and promote the adoption of SPG.	APC Team		KYOCERA has joined Australian New Zealand Recycling Platform (ANZRP) to comply with Product Stewardship Legislation.	In place.

Item	Covenant Objectives/Plans/KPIs	Actions	Responsibility	Baseline Data	Target / Performance Goal	Milestones / Timeline
7.4		Perform company-wide toner recycling via Cartridges 4 Planet Ark recycling scheme.	Logistics		100% recycled.	Toner recycling bins provided in various office locations.
7.5		Continue to monitor and report company carbon footprint and office paper usage.	QA		Annual target set.	Reported monthly.
7.6		All Employees awareness of KYOCERA Environmental Policy, recycling, and company participation in Australian Packaging Covenant. New employees – Induction Existing employees – Recycle programme in Office/workplace.	HR/QA		Improvements in littering behaviour in the work place. 75% in 2010-2013 80% in 2014-2015	50.1 tonnes of packaging, cartons and papers and 1.78 tonnes of commingles collected and recycled in 2013-2014.
	KPI 8 – Reduction in the number of packaging items in the litter stream					
8.1		In line with the company philosophy KYOCERA participates in Business Clean Up Australia.	Marketing/APC Team		Committed to community-based litter reduction programme.	February / March (Annual event).
8.2		To change the KYOCERA consumer behaviour with respect to purchase, use, and disposal.	Marketing		Continue to promote and make aware of KYOCERA Environmental Policy and recycling through public discussions on company social media	On-going.
8.3		Consumer education to encourage responsible disposal or recycling of packaging – see 6.1	Marketing		Promote recycling through public discussions on company social media.	On-going.
8.4		Review and audit of in-house litter recycling practice.	QA		Conformance to company recycling policy and Procedures and in compliance with ISO 14001.	Review and audit conducted annually