



Signatory Name: Kyocera Document Solutions Australia Pty Ltd

The question numbers in this report refer to the numbers in the report template. Not all questions are displayed in this report.

Status: Completed

The content in this APC Annual Report is hereby endorsed by the Chief Executive Officer, or equivalent officer of the organisation.

Yes

5. Industry sector (please select 1 only):

- Brand Owner / Wholesaler / Retailer
- Packaging Manufacturer
- Waste Management
- Other - Commercial Organisation
- Community Group
- Industry Association
- Government
- Raw Material Supplier
- Other:

6. Industry type (please select 1 only):

- Food & Beverage
- Pharmaceutical / Personal Care / Medical
- Hardware
- Homewares
- Communications / Electronics
- Clothing / Footwear / Fashion
- Chemicals / Agriculture
- Fuel
- Large Retailer
- Tobacco
- Shipping Company
- Airline
- Other: Laser Printers, Multifunction Printers, and Multifunction Devices

7. Please indicate your organisation's reporting period:

- Financial Year: 1 July 2012 – 30 June 2013
- Calendar Year: 1 January 2013 – 31 December 2013

Goal 1: Design

KPI 1: % of signatories with documented policies and procedures for evaluating and procuring packaging using the SPGs or equivalent.

8. Does your company have documented policies and procedures for evaluating and procuring packaging using the SPGs or equivalent?

Yes No

Provide details of policies and procedures

MP0020 New Product Introduction Procedure Last Updated: 06/05/13 and AP0090 Supplier Selection and Approval Procedure Last Updated: 21/01/13

9. Of the types of packaging **existing at the beginning of the reporting period**, what percentage had been reviewed using the Sustainable Packaging Guidelines (SPG) by the end of the reporting period?

%

10. Have any new types of packaging been introduced during the reporting period?

Yes No

11. If yes, of the **new types of packaging introduced during the reporting period**, what percentage have been reviewed using the Sustainable Packaging Guidelines (SPG) by the end of the reporting period?

%

12. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 1

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	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 and reviewed.
2.	Review existing products packaging against SPG - 80% in 2012-2013.	80% in 2012-2013.
3.	Review new products packaging against SPG - 100% in 2012-2013.	100% in 2012-2013.
4.	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.	Process is in place. This has resulted in 100% recyclable and or recycled materials used of all Kyocera products.
5.	Continue to use recycled plastic air pouch to replace nonrecycled plastic bubble wrap; and review and identify areas that further reduction is possible.	100% recycled plastic air pouch usage if required.
6.	Set the minimum order quantity of loose items where possible to minimise the unnecessary use of additional outer cartons and plastic air pouches.	% reduction in recycled plastic air pouch usage. % reduction in carton usage.
7.	APC Team to meet periodically to review the progress and identify issues for resolutions.	Team met quarterly and meeting minutes kept.

13. Describe any constraints or opportunities that affected performance under this KPI

KYOCERA will continue to review existing products packaging against SPG in order to meet the target set in 2013-2014.

KYOCERA sold approximately 1.65 per cent less products in FY12/13 compared with FY11/12 and therefore the total tonnage of the packaging materials has also considerably decreased. This has resulted in further reduction of the packaging materials due to 1 per cent improvement in the ratio of product to packaging (20.4 per cent). Whilst the use of recyclable cartons has not increased and the use of plastics materials for packaging has been maintained to a very minimal.

All non recyclable packaging materials were Type 4 (LDPE), Type 5 (PP) and Type (PS) plastics which can be recycled outside Australia. Again this is consistent with KYOCERA's commitment in optimising the usage and the selection of environmentally friendly packaging materials.

Please also note all KYOCERA products packaging has been subjected to KYOCERA's stringent design and testing guidelines in ensuring that the packaging is managed throughout its lifecycle in a way that minimises the consumption of materials and other inputs during design and production to prevent adverse environmental consequences.

Goal 2: Recycling

KPI 3: % signatories applying on-site recovery systems for used packaging.

14. Do you have on-site recovery systems for recycling used packaging?

- Yes at all facilities/ sites
- Yes at some, but not all facilities/ sites
- No

15. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 3

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Continue to recycle all paper based off-cuts/wasted packaging in all store locations.	100% of onsite corrugated cardboard & paper based material recycled & e-waste recycling.
2.	Electronic Transmission of shipping information to the transportation company to eliminate the use of pre-paid plastic bag, consignment note.	100%.
3.	Review current comprehensive recycling practice with respect to recycle waste & reuse incoming packaging and office paper waste where possible.	100% recycling.
4.	Review the company policy and procedures to include take-back and recycling of packaging and requiring waste management to collect and recycling at cost.	Under review.
5.	Continue to reduce waste in-house by reviewing and identifying areas that further reduction is possible.	100% of onsite corrugated cardboard & paper based material recycled & e-waste recycling.
6.	Continue to make staff aware of recycling and ensure recycling facility is available and conduct the audit annually or as required.	Policy and procedures are in place and available on Intranet to show employees how to recycle. 100% recycling at all KYOCERA Offices.

16. Describe any constraints or opportunities that affected performance under this KPI

KYOCERA continues to subcontract its warehouse and normal day-to-day operations such as pre-delivery equipment setup / testing which removes all packaging for recycling to third parties, and continues to perform recycling at its offices wherever possible.

KYOCERA also provides on-site recycling facilities for the following collection:

- Paper/cardboard
- Used toners (Directly shipped to third party recycling facility & via Cartridges 4 Planet Ark effectively from May 2012)
- Used / damaged equipment / parts (Directly shipped to third party recycling facility)

Total tonnage of consumer packaging and waste paper collected and sent for recycling from Kyocera facilities in 2012-2013 was 40.1 tonnes. In addition 0.4 tonnes of used toners were also collected and sent to Cartridges 4 Planet Ark for recycling.

KPI 4: Signatories implement formal policy of buying packaging made from recycled products.

17. Does your company have a formal policy of buying packaging made from recycled packaging?

- Yes No

Provide details of policies and procedures (including names of policies/ procedures)

AP0090 Supplier Selection and Approval Procedure Last Updated: 21/01/13
 5.1 Supplier evaluation is based on the ability of the supplier to meet KYOCERA requirements.
 5.2 In line with Kyocera Corporation Global Environmental Policy and Objectives, when purchasing a non stock item, consideration should be given:
 5.2.1 To increase the of recycled content materials in the areas of:
 5.2.1.1 Paper products
 5.2.1.2 Office equipment and consumables
 5.2.1.3 General office supplies
 5.2.2 To purchase from suppliers who can demonstrate sustainability such as environmentally friendly manufacturing / sourcing and meeting the Australian Packaging Covenant's Sustainable Packaging Guidelines.

18. Is this policy actively used?

- Yes No

19. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 4

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Implementation of buy recycled purchasing policy or practices.	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.
2.	Policy and procedures in place to consider and buy environmental-friendly products and encourage suppliers to buy and fulfil environmental-friendly products in their supply chains.	80% of local packaging purchased being recycled content by 2011-2012. Achieved 56.8% in office paper purchased in 2011-2012 and 64.4% in 2012-2013.
3.	Regularly review the policy and procedures, track and monitor the performance.	Process in place. Continue to report monthly and review performance quarterly.

20. Describe any constraints or opportunities that affected performance under this KPI

In line with KYOCERA Corporation Global Environmental Policy and Objectives, KYOCERA has a Purchasing Policy and Procedure which requires the purchasing of a non stock item from a supplier who can demonstrate sustainability such as environmentally friendly manufacturing / sourcing.

KYOCERA Purchasing is fully aware of the company objective to buy recycled / environmentally friendly products when ordering paper products and packaging cartons, office stationary items and cleaning agents. In 2007-08, only approximately 5 per cent of office stationary items were purchased from recycled / environmentally friendly materials. Availability, cost effectiveness and product quality are the main reasons why the environmentally friendly items were not being purchased prior.

In 2012-13, 3.25 tonnes (64.4 per cent) of office stationary items purchased locally contained recycled materials.

Goal 3: Product Stewardship

KPI 6: % signatories with formal processes to work collaboratively on packaging design and / or recycling.

21. Does your company have formal processes in place for collaborating with other companies or organisations on improved packaging designs and/or recycling which aims to reduce or eliminate waste?

Yes No

Provide details of policies and procedures (including names of policies/ procedures)

Inline with Kyocera's Philosophy and practice of CSR management which aims to grow together with society by constantly striving to provide even better products and services and responding to the needs of society through environmental preservation and social contributions. KYOCERA has policy and procedures in place for disseminating and collaborating mainly with its parent company - KYOCERA Document Solutions Inc. (KDC) in Japan on improving packaging designs to lessen the environmental impact and/or recycling which aims to reduce or eliminate waste.

22. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 6

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Continue to inform new and existing suppliers of Kyocera's commitment to APC and meeting the SPG.	Process is in place. All new and existing suppliers have been informed and made aware of the SPG as per the company policy and procedures (MP0020 and AP0090).
2.	Inform Kyocera's Channel Partners of commitment to Australian Channel Partners to adopt similar Packaging Covenant and encourage recycling.	In place via Marketing electronic direct mail (EDM) and information available Internet.
3.	Promote and encourage our Channel Partners to adopt Kyocera's Environmental Policy and Guidelines on recycling.	In place via Marketing EDM and information available on Internet.
4.	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.	In place and available on Kyocera website.
5.	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.	On-going. Partners Environmental Awareness Program on the Internet secure website.
6.	Partnership with Cartridges 4 Planet Ark for the collection and recycling of customers' printers, multifunction printers, and multifunction devices waste toners / cartridges.	In place. 0% landfill outcome.

23. Describe any constraints or opportunities that affected performance under this KPI

As mentioned above, KYOCERA has policy and procedures in place for disseminating and collaborating mainly with its parent company - KYOCERA Document Solutions Inc. (KDC) in Japan on improving packaging designs to lessen the environmental impact and/or recycling which aims to reduce or eliminate waste. Any development or information about APC will be communicated directly to KDC as the supplier or designer of KYOCERA packaging.

KDC is actively involved in various Packaging Forums, industry event groups and workshops that provide opportunities for KYOCERA to exchange information with other companies, and introduce KYOCERA's innovative and efforts outside the company. In September 2009, Kyocera held the "Kansai Transport Packaging Discussion" meeting as a special workshop of the Kansai Branch of the Japan Packaging Institute. The meeting was attended by participants from various companies and proved to be a huge success.

KYOCERA will continue to review existing packaging and on-going will improve new packaging in meeting the APC's target. Since 1992, packaging for all KYOCERA products (ECOSYS printers and multifunction printers / devices) has been 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 because 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. Thus, these can be called recycling-oriented packaging materials. Furthermore, these materials can be easily decomposed, thus minimising the environmental impact of KYOCERA's packaging should it escape into the litter stream.

KYOCERA's environmentally-friendly packaging includes the following features:

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

This demonstrates KYOCERA's commitment to the creation of environmentally-conscious packaging.

KYOCERA received multiple awards in 2010 and 2011 in a row. Two designs recognised as "good packaging" in the Japan

Packaging Contest 2011 are as follows:

A. Toner package with a 'glueless' fastening

The high evaluation of this award-winning toner package is attributable to its integration of multiple strengths, including the

user-friendly universal design, as embodied in:

- the easy-to-open fastening ensures a wide opening for easy removal of the product from the package and
- the improved removability of an individual package from the carton, as well as resource saving, low-cost specifications and

the ability to ensure smooth operability.

B. Reduction in material cost of a toner container package

KYOCERA has improved the packaging for individual toner containers, to attain a substantial reduction in the amount of materials used, the space-saving advantage as a result of downsizing the package, and an improvement in transportation efficiency. Specifically, the renovation has brought a 23 per cent reduction in cubic volume of the package and a 33 per cent reduction in materials cost and also saving on the energy and water in producing the packaging, achievements which have led to our acquisition of the award.

KYOCERA won a WorldStar Packaging Award for its Development of High-Performance Molded Pulp Packaging Materials in a contest hosted by the World Packaging Organisation (WPO) in January 2014.

The award is for the packaging improvement from the 5th generation Kyocera printers to 6th generation Kyocera printers, where the total volume and weight of the packaging is reduced by up to 30 per cent.

This is based on the Eco-Leaf Label calculation:

1. Box volume reduced by 29 per cent
2. Package material use reduced by 32 per cent
3. Cushion material cost reduced by 27 per cent
4. Transportation cost reduced by 30 per cent
5. CO2 emissions reduced by 32 per cent

KPI 7: % signatories showing other Product Stewardship outcomes.

24. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 7

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Continue to work closely with APC to develop, monitor and implement good practice for collection and recovery systems for packaging and litter management.	Continues reduction in the number of packaging items in litter.
2.	As a member of Business Imaging Association Australia (BIAA) actively involve and participate in industry or multistakeholder 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.	KYOCERA has joined Australian New Zealand Recycling Platform (ANZRP) to comply with Product Stewardship Legislation.
3.	Perform company wide toner recycling via Cartridges 4 Planet Ark recycling scheme.	100% recycled. Toner recycling bins provided in various office locations.
4.	Continue to monitor and report company carbon footprint and office paper usage.	Annual target set and reported monthly.
5.	All Employees awareness of Kyocera Environmental Policy, recycling, and company participation in Australian Packaging Covenant. New employees – Induction Existing employees – Recycle programme in Office / work place.	46.6 tonnes of packaging, cartons and papers and 1.9 tonnes of commingles were recycled in 2012-2013.

25. Since the beginning of the reporting period, has your company had any other outcomes related to product stewardship?

Yes No

If yes, please give examples of other product stewardship outcomes

Kyocera is a member of ANZP which collects, processes and safely recycles electronic waste for responsible environmental outcomes.

26. Describe any constraints or opportunities that affected performance under this KPI

KYOCERA has come along way in leading the push for packaging sustainability and will continue to collaborate with others and continue to work closely with APC to develop, monitor and implement good practice for collection and recovery systems for packaging and litter management.

KPI 8: Reductions in packaging items in the litter stream.

27. Please indicate your progress this year towards achieving your annual targets and milestones for KPI 8

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	In line with the company philosophy Kyocera participates in Business Clean Up Australia.	Fully committed to community-based litter reduction programme. Taken place on 26/02/13 in Christie Park, North Ryde and 25/02/14 in Blackman Park, Lane Cove - Number of participants: 13 Number of bags collected: 17 (8 recycling and 9 general waste)

2.	To change the Kyocera consumer behaviour with respect to purchase, use and disposal.	On-going. Information available on company website / social media.
3.	Consumer education to encourage responsible disposal or recycling of packaging.	On-going. Promote recycling through public discussions on company social media.
4.	Review and audit of in-house recycling practice to ensure conformance to the company recycling policy and procedures and also in compliance with ISO 14001.	Conducted annually and complied.

28. Describe any constraints or opportunities that affected performance under this KPI

KYOCERA has implemented comprehensive measures to minimise or reduce packaging items in litter:

- All Kyocera product packaging is made of 100% recyclable cardboard with a very small amount of plastic materials used to:
 1. Optimise the amount of post-consumer recycled content in supply chain.
 2. Optimise its recoverability through collection systems including kerbside recycling schemes if available.
- All Multifunction Devices require run-up to be performed prior to shipment. Boxes are collected and recycled by a third party contractor. Agreement that all the packaging removed by Third Party Contractors / Suppliers is recycled through collection systems - 100 per cent.
- All packaging materials are labelled with their relevant recycling logo.
- Continue to assess the alternative methods / packaging materials locally. When required, recycled plastic pouches are now used to replace the normal plastic wrapping.
- Encourage Channel Partners to adopt similar approach and show commitment on recycling.
- Promote and educate Channel Partners on KYOCERA Environmental Policy and Guidelines on recycling.
- Educate and work with Channel Partners on the alternative packaging material and possibility of reducing the usage of additional packaging material using checklist / worksheet / questionnaire that requests information from Channel Partners to assist in answering questions in the SPG.
- Continue to update KYOCERA Internet and Intranet site with the latest Australian Packaging Covenant information and activities in order to:
 1. Change the KYOCERA consumer behaviour with respect to purchase, use, and disposal.
 2. Provide consumer education to encourage responsible disposal or recycling of packaging.
 3. Improvements in littering behaviour in the work place.
- Continue to work closely with APC to develop, monitor and implement good practice for collection and recovery systems for packaging and litter management.
- KYOCERA's machine recycling programme as part of Product Stewardship and consumable recycling programme via Cartridges 4 Planet Ark where customers' used printers, multifunction printers, multifunction devices, bottles, toner cartridges, fuser units, bulk toners or any consumables from any KYOCERA printers, multifunction printers, multifunction devices will be collected from the customers' sites in the metropolitan area and recycled easily with a zero landfill outcome. It is all part of KYOCERA's commitment to the environment and its long-term sustainability.

In 2012-13, KYOCERA customers have returned approximately 66.7 tonnes of toner cartridges for recycling and in the same period, ANZRP has collected and recycled over 10,999 tonnes of used IT equipment including Kyocera printers and multifunction printers / devices.

Your Experiences

This section lets you share with us any achievements, good news stories and areas of difficulties in making progress against your plan and the Covenant goals and KPIs.

29. Key achievements or good news stories

Since becoming a signatory to the previous National Packaging Covenant in 2003, KYOCERA has achieved considerable progress and success under the previous and current Plan and is well in placed to meet its commitments to the Australian Packaging Covenant's new strengthened Performance Goals, actions and key performance indicators.

Following are some of KYOCERA's achievements / initiatives:

1. KYOCERA Document Solutions Australia Pty. Ltd. committed to the 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 maintain an effective working relationship with APC in meeting the objective of the Covenant to minimise the overall environmental impacts of packaging.
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
- 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.

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

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 per cent of the packaging collected is recycled. In addition, KYOCERA has also implemented an internal recycling system in the workplace. Since the introduction of the workplace recycling system, more than 95 per cent of the office paper waste or packaging has either been reused or re-cycled.

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's Channel Partner website. KYOCERA has been a Community Partner 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.

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' site in the metropolitan area and recycled conveniently with a zero landfill outcome.

In 2012-13, KYOCERA customers have returned approximately 66.7 tonnes of toner cartridges for recycling.

6. Committed to Product Stewardship

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

In 2012-13, ANZRP has collected and recycled over 10,999 tonnes of used IT equipment including Kyocera printers and multifunction printers / devices.

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 a non stock item from a supplier who can demonstrate sustainability such as environmentally friendly manufacturing / sourcing.

30. Areas of difficulties in making progress against your plan, Covenant goals or KPIs

As mentioned in last year report, being a local sales office of a multinational organisation (Kyocera Document Solutions Inc. - KDC), we have to translate and align the SPG guidelines and requirement with the global commitments and existing processes to packaging sustainability.

KDC will continue to collaborate and introduce environmentally - conscious packaging for all its products. Over time in leading for the push of packaging sustainability via the development of High-Performance Molded Pulp Packaging Materials. The objectives and goals of both APC and KYOCERA will converge.