

	Bantex Pty Ltd	Doc Number	APC-0001-3
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		Reviewer	Sean Lau

BANTEX APC ACTION PLAN 2016-2017



Company Summary

Founded in 1961, Bantex is a leading manufacturer and supplier of office products that distributes in more than 70 countries worldwide.

Bantex Australia is a licensee and wholly owned Australian company focusing on its local customer needs. With a worldwide network Bantex Australia is able to take advantage of the best opportunities from its global manufacturing, whilst still taking great pride in producing local manufactured products.

Bantex Australia is proudly a local manufacture that distributes from its head office located in Sydney and has a comprehensive network of sales offices servicing each state and territory nationally.

In 2015 Bantex Australia acquired Quill Stationery who has over 70 years of experience and expertise in supplying the Australian market, in paper based products. We have also acquired the Quill factory in China which now enables us to have manufacturing locally and now abroad.

Bantex is committed to environmental responsibility, we are FSC® Certified in Australia and China, we are signatories of the Australian Packaging Covenant (APC) which is a joint industry and government initiative to improve product life cycle management and reduce packaging impacts on the environment.

Covenant Contact Officer

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We have appointed a cross functional APC team to facilitate the goals of the new combined Bantex & Quill corporate entities. This APC team are able to incorporate view points from across all segments of the business where packaging and sustainability decisions reside, and are thus able to form united strategies.

APC Team

- Sean Lau – Ethical, Sustainability, Quality & Compliance Manager
- Justin Reidy – Operations Manager
- Melissa Colliss – Category Manager
- David Zeng – Purchasing Manager

Packaging groups and schedule for packaging reviews

Scope

The merger of the Bantex and Quill corporate entities has prompted a review of both companies' APC Action Plans to devise a united strategy with united goals and KPIs. This Action Plan is to cover the interim period from the last Annual Report 2016 to the next Annual Report 2017.

During this period a 5 year Action Plan will be drafted for review and submitted to the APC for approval in 2017.

The table below has been grouped based on product category, since each type of product was deemed to have similar packaging design and configuration.

Group	Products included	Assessment Scheduled
Filing - Binders	Lever Arch Binders, Insert Binders, Ring Binders	4 th Quarter 2016

The Filing – Binders group was selected as the first group to be reviewed by the new APC Team, since the packaging and assembly of most of the product is conducted on site.

Performance goals and KPIs	Actions	Responsibility	Baseline data	Targets	Milestones
1. Design – optimize packaging to achieve resource efficiency and reduce environmental impact					
KPI 1 – Assess existing and new packaging against the Sustainable Packaging Guidelines: a) Ensure that new products have incorporated the SPGs into design & procurement processes b) Review existing packaging against the SPGs via a scheduled review process	Schedule – Create a review schedule for existing products & procedure document	Sean Lau	No official schedule procedure or document exists	<ul style="list-style-type: none"> Define clear goals for existing products Define clear procedure for packaging review 	30 th Sep 2016
	Policy & Program Development – New & Existing Products – develop product database & procedure. Aim to capture & verify product, purchasing, operations, sales, and packaging data before product is released	Sean Lau & Justin Reidy	No central program or database exists	<ul style="list-style-type: none"> Create central repository for product data 	30 th Sep 2016
	Review – All Binder products is to undergo a packaging review in line with the new Policy guidelines on existing items	Melissa Colliss	No data exists	<ul style="list-style-type: none"> Reduce packaging in locally manufactured product 	30 th Sep 2016
2. Recycling – the efficient collection and recycling of packaging					
KPI 3 – Assess the recover and reuse potential of packaging and other materials onsite a) Report on volumes recovered at site	Review – Existing recycling systems in warehouse and office. Obtain and analyse metrics to identify areas of improvement.	Justin Reidy & Melissa Colliss	No data exists for the current site	<ul style="list-style-type: none"> Establish baseline data to assess for improvements 	30 th Sep 2016
				<ul style="list-style-type: none"> Implement areas of identified improvement (once identified will be added here) 	31 st Dec 2016

KPI 4 – Assess existing policy to buy products made from recycled products. Improve existing policy if required. a) Review policy b) Increase the proportion of recycled content in packaging	Assess the findings from Binder review from KPI 1 concerning the amount of recycled material purchased. Identify and formalise schedule of changes	Melissa Colliss & David Zeng	No existing data	<ul style="list-style-type: none"> Develop schedule of changes based on review Achieve a reduction in non-recycled packaging (once identified will be added here) 	31 st Dec 2016 31 st Mar 2017
	Review and develop new policy for buying products with recycled packaging	Sean Lau	Existing policy	<ul style="list-style-type: none"> Develop new policy and disseminate to stakeholders 	31 st Dec 2017
3. Product Stewardship – demonstrated commitment to product stewardship					
KPI 6 – Assess formal processes for working with others to improve design, procurement and recycling/recovery of packaging	Develop formal supplier review process and schedule of suppliers	David Zeng	No existing process or data	<ul style="list-style-type: none"> Target Top 10 supplier with highest volume levels packaging and complete review with data 	30 th Sep 2016
	Create supplier checklist and schedule regular contact with suppliers	David Zeng	No existing process or data	<ul style="list-style-type: none"> Create Checklist document and review data with Top 10 Suppliers 	
KPI 7 – Develop other product stewardship outcomes. a) Assess existing electricity usage and implement	Electricity usage review of site and implementation of changes	Justin Reidy & Sean Lau	Electricity data exists via third party	<ul style="list-style-type: none"> Review electrical data reports and identify areas of improvement 	30 th Sep 2016
				<ul style="list-style-type: none"> Implement changes (once identified will be 	31 st Dec 2017

improvements b) Report on the number of products changed to FSC Certified sources				added here)	
KPI 8 – Assess whether disposal information can be included on existing packaging. a) Reduce the number of separable parts in packaging which are likely to become litter b) Identify hot spots of litter on site and implement processes to reduce waste	Assess feasibility of adding recycling logos and statements on product packaging and the product. First Review group is Binders from KPI 1	Melissa Colliss	No data exists	<ul style="list-style-type: none"> Identify packaging opportunities to add recycling logos and statements to Binders group 	31 st Dec 2016
	Organise a Business Clean Up Day for the site	Melissa Colliss, Sean Lau, Justin Reidy	No data exists	<ul style="list-style-type: none"> Facilitate a Business Clean Up Day and record all collected material for benchmarks 	31 st Jan 2017