



# THE ENVIRONMENTAL CHARTER



## OUR GROUP'S STRATEGY

Our group's international development, its sustainability and its success cannot be possible without a control of environmental impacts.

Then we are involved in a voluntary approach towards sustainable development by adopting an environmentally responsible attitude.

Our strategy is to contribute, as far as we are concerned, to the protection of environment according to major key areas:



### Waste collecting, sorting and recycling:



Collecting and recycling of ink cartridges. This service is provided by the suppliers of our leased photocopiers.



Collecting and recycling of coffee capsules. The capsules are gathered in plastic bags and given to the postwoman every two weeks.



Collecting, sorting and recycling of paper and cardboard thanks to small containers in each office. Monthly gathered by our cleaning company and thrown in sorting containers.

## Waste reduction

- Focus on black and white printing for our documents
- Double-side printing in order to saving pages and paper
- Recycling of documents (backside of misprints) into sheets of scrap paper
- For internal and external communication, ExperBuy prefers emailing and reading documents on screen in order to avoid paper printing.

## Energy saving with energy optimization

Reduction of use of resources and energy:

- During working time, turn off the lights when stepping out of the offices, even for a brief moment
- Do not leave on stand-by but switch off all computers, printers, coffee makers, air conditioning and all electric equipment before leaving work
- Do not forget to turn off the light before every week-ends and ends of day

## Eco – responsible purchases

- ✚ Orders of « green or recycled» products (Pens, erasers, paper) where possible
- ✚ Systematic use of rechargeable batteries for devices using a battery

**A Purchasing Charter, written by the Purchasing Department**, whose one of the 3 guiding principles is to develop responsible and sustainable purchases.

ExperBuy yearly assesses 100% of its preferred suppliers according to criteria. Among these criteria, some are related to environment:

ExperBuy rents its computers. This rental fleet is regularly renewed with advanced devices of last generation which are more and more eco-labelled (such as Energy Star).



## The limitation of our pollution

- The staff will prefer public transport, car-sharing, bike, etc.
- Use of recycled paper for printing.

A travel policy (Mobility Management) has been adopted by the Group. It aims at defining the guidelines regarding travel as follows:

1/ Improve travel management by adopting good practices and a responsible behavior by each collaborator

2/ Follow an eco-responsible approach

- Use public transport as much as possible
- Choose the most economical, direct and not polluting means of transport when possible,
- Choose hotels next to the meeting points in order to avoid transport



### To be closed to a « Zero paper » policy

ExperBuy wants, in medium term, to be close to a « zero paper » policy.

The company has been involved since February 2016 in a project that requires a group-wide investment in the next logical step of the change of its ERP (*Enterprise Resource Planning*) in January 2015.

The project of development and implementation of this « hub » of internal and external exchanges which is called **BIZTALK**, will enable the industrialization of exchanges in EDI (Electronic Data Interchange) with, at the end, all our external partners (customers and suppliers).

BIZTALK will allow to increase reliability, productivity and reactivity of exchanges.

The company already started some paperless transactions in EDI such as customer invoices.

In the end, the whole relational process (customers, suppliers) will be dematerialized.