



## Sustainability Policy

### Our Values and Commitment

Sustainability means meeting the needs of the present without compromising the ability of future generations to meet their own needs. It is about respecting human life and other living things and wisely using and managing economic and natural resources for the long-term well being of our company as well as society as a whole. In our pursuit of sustainability, we at Suburban Stationers publicly proclaim our commitment and values as follows:

#### Our Commitment

We have an unwavering commitment to our stakeholders—those people and organizations upon whom we depend for our success. This commitment extends to--

- **Our associates (employees)**, by treating them with respect, embracing diversity and a culture of inclusion, providing a safe and healthy workplace, encouraging a proper work-life balance, respecting their rights under law, compensating them fairly, valuing their feedback, fostering their development, and empowering them to provide their best contribution.
- **Our customers**, by respecting their privacy, competing fairly for their business, and providing them safe and effective products and services that meet agreed requirements while taking into account environmental and social concerns.
- **Our investors and owners**, by providing them a fair return on their investment in a socially and environmentally responsible way.
- **Our suppliers and other business partners**, by aiding their financial success and working with them to find the best solutions for our customers, which take into account the needs of society and the environment.
- **Our communities**, through active citizenship, thoughtful giving, and respect for the environment, including energy and resource conservation and waste and pollution prevention.

#### Our Values

In fulfilling our commitment to our stakeholders, we will do so by upholding those values we hold dear, including—

- **Transparency and integrity**, building trust in our organization, our associates and our products and services by being open and honest in our communications, obeying the law, and meeting high ethical standards.
- **Quality and continuous improvement**, recognizing that success is only possible through understanding and meeting stakeholder expectations, properly managing risks, and achieving ongoing improvement through dedication, innovation and perspiration.
- **Teamwork**, working in a collaborative way to produce mutual understanding and the best outcomes for all.
- **Accountability**, acknowledging that many people depend upon us to deliver the results we promise.

Signed: 

Title: Vice President

Date: 4/29/2010