



## Signatory Name: Jasco 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: Complete

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: Art & Craft Supplies

**7. Please indicate your organisation's reporting period:**

- Financial Year: 1 July 2014 – 30 June 2015
- Calendar Year: 1 January 2015 – 31 December 2015

**8. Was your action plan extended or updated to cover the APC transitional year (01/07/2015 -30/06/2016)?**

- Yes
- No

If yes, what is the period of your extended or updated action plan?

Start Date:

End Date:

**Goal 1: Design**

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

9. 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

A formal policy relating to existing practices and procedures that we use to review our packaging for the SPG assessment process has been signed off by our Managing Director.

10. 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?

%

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

- Yes  No

12. 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

%

13. 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. | Review existing products to ensure that they meet SPG guidelines.  | <p>In our environmentally friendly range of products, we have identified that one of our glue bottles is made of 25% post-industrial recycled plastic. The label has a 20% recycled paper content &amp; adhered with a natural rubber adhesive and is printed with soy inks</p> <p>Our Jasart Bamboo Easel range is made from bamboo grown in managed renewable forests and are a natural alternative to traditional wooden easels.</p> <p>As well, other products, which themselves are manufactured with 100% post-industrial recycled plastic, have packaging that is printed with petroleum free soy-based inks and is made of recycled cardboard and glued using water based adhesive only.</p> <p>Jasco continues to engage with our individual product line managers in gathering information as part of our Sustainable Packaging Guidelines.</p> <p>This approach assists with both the initial goal of packaging design through to the final goal of labelling in relation to consumer information and end- of- life recycling.</p> <p>Our suppliers have been contacted for each SPG assessment which currently represents approximately 26% of packaging that we place on the Australian market and we will continue to engage with all our suppliers as an ongoing project in line with our policy.</p> |

|    |  |   |
|----|--|---|
| 2. | Implement adequate audit procedures and tools to record the results of the SPG reviews.    | <p>Jasco uses a secure, cloud-based, database tool to manage our information requirements, not only for broader APC obligations, but updating any SPG information related to the packaging that we place on the market.</p> <p>All responses received from the latest interaction with our suppliers will be securely stored on the tool. This ensures that we have easy and up to date access to the necessary information available to all relevant staff within Jasco.</p> |
| 3. | Develop a policy and procedure document for evaluating packaging using the SPG assessment. | Our Managing Director has signed off on a formal policy following the existing procedures that we have had in place for evaluating packaging using the SPG assessment methodology.  |

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

We now have a formal policy in place, signed off by our Managing Director, to evaluate packaging using the SPG assessment process. This is in line with the process that we have followed in the past when engaging with our suppliers over SPG assessments.

Following our re-organisation, which included the sale of some brands, we are now back on track to undertake further SPGs. Our interaction, including completed SPG questionnaires received, with these product suppliers will be collected and stored on the secure, cloud based tool. This ensures that we have easy and up to date access to the necessary information available to all relevant staff within Jasco.

**Goal 2: Recycling**

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

**15. 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

**16. 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. | Document baseline information for warehouse waste and recycling and report annually on trends.                                 | <p>As a distributor of mainly imported branded products, we continue to recycle/reuse all packaging materials removed from overseas deliveries which we are required to breakdown into smaller batches or orders. These boxes are either reused to forward goods to clients, or sent for recycling as they are beyond their useful life.</p> <p>Jasco continues to receive waste recovery reports from our waste contractors at our main warehouse which allow us to monitor the level of recycling of packaging waste arising on our premises. 60% of the main warehouse waste was recycled in the reporting period.</p> |
| 2. | Implement recycling for office waste streams.  | Our main office and warehouse office facilities continue to recycle ink cartridges, secure shredding, cardboard and paper recycling and segregation of general waste.   |
| 3. | Identify items of secondary and tertiary packaging which have potential for reuse as protective packaging and utilise as such. | From an environmental and financial perspective the reuse of secondary packaging on goods received to fulfil packaging requirements for goods outwards continues to outperform any other influence we can have on our packaging chain.  |

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

Of the secondary cardboard removed in our warehouses in the breakdown of bulk goods inwards, Jasco reuse the vast majority of these boxes as standard practice. Whatever boxes cannot be reused are recycled. Jasco has a plastic compacting device to aid in the recycling of plastic.

Jasco's waste contractors provide information relating to the removal of each waste stream from our warehouse facility as part of our service agreement. This will usually be part of the billing process. Of the waste tonnage taken away from the main warehouse during the reporting period, 60% was recycled.

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

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

- Yes  No

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

Our Managing Director has recently signed off on a Green Procurement Policy which formalises existing practices based on our purchase of secondary cartons with recycled content.

It is hoped to broaden the implementation of the policy into office consumables over 2016.

19. Is this policy actively used?

- Yes  No

20. 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. | Examine the possibility of introducing a Buy Recycled Policy.  | A Buy Recycled Policy was approved in 2015.<br><br>However, Jasco had already been purchasing secondary cardboard cartons which have in excess of 80% recycled content. Corrugated board that we purchase also has recycled content.<br><br>We purchase void fillers which have recycled content. One being P10 bubble wrap which is made from recycled resin and the other an inflatable void filler that has 95% pre-consumer recycled content.<br><br>Both are also able to be sent to the recycling stream after use. |
| 2. | Identify and make a list of opportunities to purchase items with increased recycled content for office use.                    | We will aim to broaden the focus of the Green Procurement policy to encompass office consumables over the coming year.  |
| 3. | Replace secondary and tertiary packaging with materials containing recycled content in line with our Green Procurement Policy. | We already purchase secondary cardboard cartons and plastic filler with a high recycled content. These are the packaging items over which we have the most influence in regard to our APC obligations.<br><br>We will continue to review such packaging to ensure that we are purchasing items that satisfy our current performance, safety, regulatory and cost requirements.  |

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

Our Managing Director has signed off on a Green Procurement Policy which formalises existing practices and procedures.

We purchase secondary cartons from two suppliers, both of which are members of the APC. These cardboard cartons contain recycled content in excess of 80%.

As well, the void fillers that we use both have recycled content in them.

We will examine, over the coming year, how we can broaden the implementation of the policy into the purchase of our office consumables.

**Goal 3: Product Stewardship**

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

**22. 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)

Jasco works with our service providers in relation to onsite waste to ensure that they minimise the general waste removed and increase the level of recycled material in our total tonnage of materials while reducing this total tonnage through reuse and operational efficiencies.

With a much smaller range of products under our direct responsibility, Jasco has started to engage with the suppliers of these branded products to inform them of our APC obligations and seek their input to completing SPG assessments of the associated packaging.

**23. 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. | Contact main suppliers to determine what actions they are implementing in relation to packaging improvements.                              | Contact has been made with the overseas product suppliers of our biggest selling brands about our obligations to the APC. We have also asked them to complete a questionnaire as part of our SPG assessment process.<br><br>We await responses and will send regular reminders until we do.                                |
| 2. | Implement responses to SPG questionnaires into design policies, including seeking suggestions from suppliers about packaging improvements. | Due to the re-organisation of brands under our immediate control, we have recommenced this process of looking for opportunities to improve the packaging and will do so as we receive responses from our overseas suppliers as part of our SPG assessment process.   |
| 3. | Work with recycling contractors to improve material collection systems, including reducing contamination of materials.                     | Jasco receives waste recovery reports from our waste contractors at our main warehouse which allow us to monitor the level of recycling of packaging waste arising on our premises.<br><br>These are reviewed by our warehouse manager to identify and correct any discrepancies or reduction in materials being recycled. |

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

Jasco can influence the design of a small range of packaging and we advise these product suppliers of our APC requirements, including the need to undertake Sustainable Packaging Guidelines assessments of their packaging. In doing so, we encourage these product suppliers to consider the environmental impact of their packaging and any improvements we may have in mind.

There are regular reviews to ensure that our registered waste/recycling contractors minimise the general waste removed and increase the level of recycled material in our total tonnage of materials where practicable.

**KPI 7: % signatories showing other Product Stewardship outcomes.**

**25. 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. | Implement broader product stewardship initiatives.  | <p>Based on our experiences with the lighting replacement that we undertook previously in the office we currently occupy, we are installing energy efficiency lighting, controlled by sensors, to minimise lighting being on when not required for the office space which we will be moving into later in the calendar year.</p> <p>Some of the products which we distribute are considered environmentally friendly, including being manufactured from bamboo grown in managed, renewable forests and are a natural alternative to traditional wooded products as a renewable resource.</p> <p>As well, other products are manufactured with 100% post-industrial recycled plastic.</p> <p>We also sell lamps that have been specially designed for energy saving bulbs, using a 15 watt energy saving bulb instead of the 75 watt standard bulb.</p> <p>Additionally, we are a member of SEDEX, which is a not for profit membership organisation dedicated to driving improvements in responsible and ethical business practices in global supply chains. - See more at: <a href="http://www.sedexglobal.com">http://www.sedexglobal.com</a></p> <p>We also obtained Forest Stewart Council (FSC) Chain of Custody certification to sell products as FSC 100% and FSC Mix.</p> |
| 2. | Maintain ISO 14001 certification and environmental management system across all applicable sites. | As part of our interaction with our overseas product suppliers, we have asked if any of their operations are certified to the ISO 14001 EMS standard. We await their reply.   |

26. 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

The office building that we will be moving into later this calendar year has energy efficient lighting installed which is controlled using sensor technology to minimise the use of artificial lighting outside of normal office hours.

Our customers can purchase a range of environmentally friendly products including products made from farmed bamboo, as well as office consumables manufactured from 100% post-industrial recycled plastic.

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

Our customers can purchase a range of environmentally friendly products including products made from a renewable resource such as bamboo, as well, some of our office consumables are manufactured from 100% post-industrial recycled plastic.

From a broader product stewardship perspective we also make product and cash donations to various charities and community organisations. The number and breadth of these donations varies from year to year.

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

28. 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. | Display the relevant recycling and litter logos on our products.  | In making contact with our overseas product suppliers, seeking their assistance in completing SPG assessments of their packaging, we will continue to engage with them over the inclusion of the appropriate recycling and litter logos on the relevant packaging.  |
| 2. | Identify areas/activities on all sites that have the highest litter potential and initiate, improve or maintain litter management systems in those areas. | Jasco operates from a modern warehouse facility in Sydney and, from an OH&S perspective, we must ensure that no litter is left lying around.<br><br>Therefore, it is important that we work closely with our registered waste/recycling contractors to ensure any waste arising on the premises is disposed of correctly and we have had no issues with councils or neighbouring companies in relation to litter arising on our premises. |
| 3. | Review the use of space fill material options in shipping cartons and identify options that minimise litter propensity.                                   | Moving from using shredded paper and cardboard to the plastic based void filler has reduced the instance of onsite litter, as it would for those customers receiving our products.  |

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

The Warehouse Manager takes his responsibilities seriously when managing potential litter issues on site. This includes regular inspections of the site to ensure that, from both a wider neighbourhood perspective, as well as from an OH&S perspective, the operation of the warehouse is conducted in a safe and clean environment.

We have not received any complaints from councils or neighbouring companies in relation to litter arising on our warehouse premises.

Our experience from the SPG process, particularly covering the sections on away from home waste, is that Jasco's product range is rarely opened outside of the home, school or office environment as they are used in conjunction with another larger product e.g. markers and whiteboards or pencils and colouring books. All these locations have either kerbside or commercial recycling facilities available, so the packaging will usually be recycled.

## 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.

### 30. Key achievements or good news stories

We have completed a transitional Action Plan in response to the extension of the APC to the end of June 2016, which we anticipate will enable us to build on the signatory obligations achieved over the past five years, as well as putting us in a good position to respond to the new Covenant when it comes into force in the second half of 2016.

In terms of policy formulation, we now have two local policies in place, which have been signed off by our Managing Director, related to:

1. A procedure for evaluating packaging using the SPG assessment process that we have already been using to date.
2. Green Procurement where we will strive, where feasible, to purchase environmentally friendly products and services if they satisfy our current performance, safety, regulatory and cost requirements.

With a streamlined set of brand products that come under our direct management, we have sent SPG questionnaires to those overseas products suppliers which represents 26% of the products that we place on the Australian market.

Under our environmentally friendly product range, we have identified packaging that meets a variety of SPG requirements, including having varying levels of recycled content and using natural based adhesives and printing with soy inks.

Where goods received are not sent straight through our distribution facility for onward delivery to our customers, we do endeavour to re-use cardboard boxes, where they are fit for purpose, for pick and mix orders, resulting in 100% of boxes being re-used or sent for recycling where they are not fit for purpose.

We continue to engage with two contractors, to manage the removal of our site waste and recycling, principally related to our paper and cardboard.

These contractors help us to monitor our recycling tonnages as a % of overall waste removed from site, which for this year was 60%.

The Warehouse Manager takes his responsibilities seriously when managing potential litter issues on site. This includes regular inspections of the site to ensure that, from both a wider neighbourhood perspective, as well as from an OH&S perspective, the operation of the warehouse is conducted in a safe and clean environment.

We have not received any complaints from councils or neighbouring companies in relation to litter arising on our warehouse premises.

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