



Kyocera Mita Australia Pty Ltd

National Packaging Covenant

Action Plan


2005-2010

Revisions and Approval

Revisions

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Approval

Name	Title	Signature	Date
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1. Introduction

Kyocera Corporation was established in 1959 and had total worldwide sales of 1,290,436 million yen (approximately US\$12.783 billion) in fiscal year 2007/08 (i.e. year ending 31 March 2008) and a total workforce of 66,496 employees. The name Kyocera is derived from *Kyoto* in Japan and the *Ceramic* material Kyocera has developed to create some of the world's leading products. Kyocera has grown into a vertically integrated company moving into many diverse fields including telecommunication networks; solar power generating systems; ceramic medical equipment and tools; financial and leasing services. Some 70 to 80 percent of Kyocera's total revenue is derived from products and services within the IT (Information Technology) related businesses

In January 2000, Kyocera Corporation acquired the copier Manufacturer Mita Corporation with the resultant company, Kyocera Mita Corporation (Kyocera Mita) becoming a whole owned subsidiary of the Kyocera Group in April 2000.

The merger of Kyocera and Mita initiated a global restructuring which has accelerated the convergence of networked document management systems. Kyocera Mita's products offer a total solution for any print, copy, scan or fax requirements; with a wide range of advanced, environmentally friendly products, which offer significantly low Total Cost of Ownership (TCO) and high reliability. Ultimately, end users will benefit from Kyocera Mita products that provide consistent solutions for printers and multifunction devices. In addition, the proven technology of the amorphous silicon drum and other long-life components, initially developed by Kyocera, are now also being used in multifunction devices, which results in highly reliable products with longer service intervals and significantly lower TCO.

Kyocera Mita Australia, as part of the global Kyocera Corporation, focuses primarily on providing Total Document Solutions with their range of laser printers and multifunctional devices from its offices in Adelaide, Brisbane, Canberra, Melbourne, Sydney, and Perth.

Kyocera Mita Australia also has a network of channel partners that distribute their products throughout Australia.

Kyocera product satisfies various environmental standards such as WEEE (EU Environmental Directive), Energy Star, Blue Angel, Japanese ECO Mark and Green Purchasing Network law, which started from 2001 in Japan.



2. Major Achievements / Initiatives

Since becoming a signatory to the National Packaging Covenant, Kyocera Mita Australia has achieved considerable progress and success under the previous and current Plan and is well in placed to meet its commitments to the National Packaging Covenant's new strengthened Performance Goals, actions and key performance indicators. Following are some of Kyocera's achievements / initiatives:

2.1 Kyocera Mita Australia committed to National Packaging Covenant

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 develop and maintain an effective working relationship with National Packaging Covenant in promoting reuse and recycling, and delivering the environmentally sustainable management of packaging waste.

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

Since joining the NPC in 2003, there has been a significant increase in the volume of packaging being recycled and / or reused in the Kyocera Mita Australia warehouses. 75% of the packaging is now collected for recycling. In addition, Kyocera has also introduced an internal recycling system in the workplace. All branches have been provided with relevant bins to re-cycle the following materials:

- Paper and cardboard
- Commingles (cans, glass, plastics)
- Aluminium (High grade only)

Since the introduction of the workplace recycling system, more than 90% of the office paper waste or packaging has either been reused or re-cycled.

2.3 Increase in awareness of Kyocera's Channel partners in managing and recycling their packaging waste.

Kyocera has increased awareness in Channel partners through e-Waste survey circulated amongst all Business Channel partners each year. This survey is designed to promote understanding and awareness of Electronic Waste also known as e-Waste. Kyocera has been the official sponsors of

Business Clean Up Day for the past 6 years and has been very active in recycling programmes with Clean Up Australia.

2.4 Continues to promote recycling through Kyocollect Programme

KyoCollect is a Kyocera's take-back programme for the disposal of customers' printers, multifunction devices / copiers, print consumables, and re-manufacturing of wastes. This means customers' used printers, multifunction devices / copiers, bottles, toner cartridges, fuser units, bulk toners or any consumables from any Kyocera printers, multifunction devices / copiers will be collected from the customers site in the metropolitan area and recycled easily with a zero landfill outcome. It is all part of Kyocera's commitment to environment and its long-term sustainability.

All materials received are processed according to Local, State and Federal laws and in an environmentally controlled way, eliminating waste to landfill. The recycling process involves the combination of manual dismantling and the application of technology and mechanical processing. Various plastics, ferrous and non-ferrous metals and glass will be separated and processed individually within the recycling facility.

2.5 Kyocera Mita Australia is certified to ISO 14001:2004

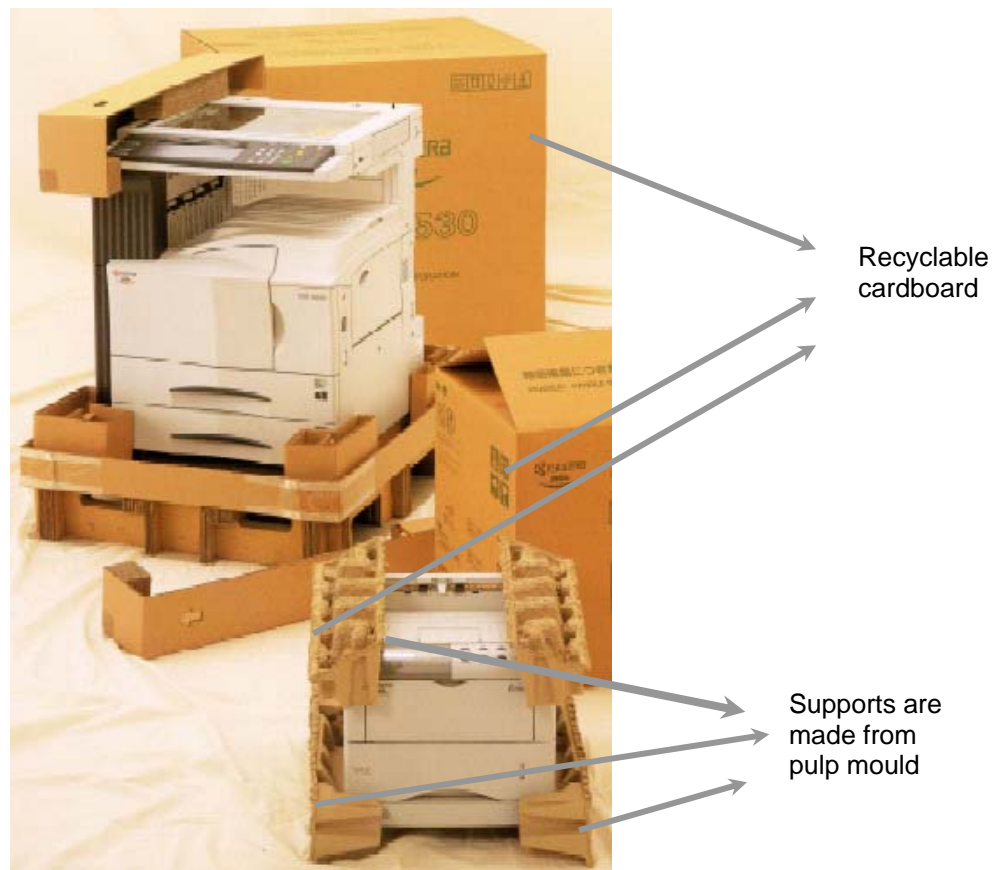
In line with current Kyocera environmental initiatives so far implemented worldwide and in Australia, Kyocera Mita Australia's environmental management system has achieved certification to **ISO 14001:2004** in June 2006.

Working towards total compliance to the Standard, Kyocera Mita Australia ensures:

- The environmental objectives and action plans taken within Kyocera functional areas are consistent and fully aligned with Kyocera's total commitment to the National Packaging Covenant.
- Progress in achieving those action plans with their specific performance goals, specific actions and key performance indicators are monitored and reported.
- Those key performance indicators report on the Covenant effectiveness.

3. Product Stewardship

Kyocera has adopted '**Smart Packaging and Less Waste**' and '**Eco-friendly packaging**' based on the ECOSYS concept when designing and selecting the materials used for the packaging of Kyocera products. Packaging for all Kyocera products (multifunction devices / copiers and ECOSYS printers) is made from recycled and recyclable cardboard. The supports are made from pulp mould. These materials can be easily decomposed, thus minimising the environmental impact of our packaging. Furthermore, all supporting documentation accompanying the products is printed on environmentally responsible paper.



Furthermore, a newly developed, environmentally friendly packaging is used to package 5th-generation ECOSYS printers. This packaging is 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.

This packaging system has won the Japan Packaging Contest of Good Packaging Award (Electric Equipment Packaging Category) in 2006.

The environmentally friendly features of this packaging include:

- No chemical adhesives are used to bond the cardboard.
- Ease of assembly and without using any adhesives

Foldable, one-sheet packaging box



In ensuring that the packaging is managed throughout its lifecycle in a way that minimises the consumption of materials and other inputs during production and adverse environmental consequences, Kyocera Mita Australia is committed to taking appropriate actions for meeting the objective and scope of the National Packaging Covenant. (See Table 1 - Action Plan 2005-2010)

4. Roles and Undertakings

In ensuring Kyocera's commitment meets and satisfies the objective and scope of the National Packaging Covenant, an action plan which is consistent with the Product Stewardship is in place and available to demonstrate Kyocera Mita Australia's commitment.

The action plan will be periodically monitored and progress tracked. It is anticipated that the Action Plan may be revised to encompass new ideas or proposals in enhancing recycling and reuse within the company facility.

Please refer to Table 1, which details Objectives, Actions, Responsibility, Milestones, and Measures by key process area (Design, Production, Distribution, Disposal, etc.). Kyocera Mita Australia uses these Key Performance Indicators in reporting on Covenant effectiveness.

5. References

The National Packaging Covenant, '*Strategic Partnerships in Packaging*', A Commitment to Sustainable Manufacture, Use and Recovery of Packaging – 15 July 2005 to 30 June 2010

Kyocera Sustainability Report, Kyocera Corporation, 2007 (Copy is available on www.kyoceramita.com.au or can be obtained by writing to: **The Marketing Manager**, Kyocera Mita Australia Pty Ltd, 6 -10 Talavera Road, North Ryde NSW 2113)

6. Contacts

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Table 1 – Action Plan 2005-2010 (5 year Plan)

Item	Objectives / Plans ¹	Actions	Responsibility	Milestones	Measured Target
1.0	Design				
1.1	Continue to make Kyocera Mita Corporation and Suppliers aware of Kyocera Mita Australia commitment to National Packaging Covenant and review the new product packaging accordingly.	Continues to inform new and existing suppliers of Kyocera Mita Australia commitment to NPC	Marketing	In place and available on KMAUS Website	Continues to inform new and existing suppliers of Kyocera Mita Australia commitment to NPC.
1.2	To review the requirements or standards or criteria used to design of delivery cartons to minimise material usage, and maximise reusability and recyclability.	Obtain and review information from KMC and Suppliers on compliance of International Standards on Packaging.	Marketing	On-going	Information is made available in the KMC Corporate Profile published annual.
1.3	KPI's	Inform KMC and Suppliers about the KPI's and to provide such information as required on the following: Packaging designed to minimise the amount of material and other resources essential to guarantee the protection, safety, quality, hygiene and shelf-life of the product Packaging designed to optimise the amount of post-consumer recycled content. Packaging designed to optimise its recoverability through collection systems including kerbside recycling schemes	Marketing	In place and On-going. This has resulted in 100% recyclable of all Kyocera products' packaging materials.	Continue to inform KMC and Suppliers about the development, progress and status of the National Packaging Covenant's new strengthened Performance Goals, actions and key performance indicators

Item	Objectives / Plans ¹	Actions	Responsibility	Milestones	Measured Target
2.0	Production - Local				
2.1	Continue to review recyclable materials used within the company. This includes local production, spare parts, and supporting material.	Continue to work closely with suppliers to ensure the use of recyclable material and continue to monitor the usage of recycled material.	Marketing	In place	Continue to inform the Supplier or Manufacturer about Kyocera packaging requirement and is consistent with the National Packaging Covenant KPI's
2.2	Continue to recycle all paper based off-cuts/wasted packaging in warehouse.	Ensure all paper based off-cuts/wasted packaging in warehouse is recycled.	Logistics	In place and 100% recycled	100% recycled.
2.3	KPI's	To track and monitor the following: Packaging manufactured to minimise the amount of material and other resources essential to guarantee the protection, safety, quality, hygiene and shelf-life of the product. Packaging manufactured to optimise the amount of post-consumer recycled content. Packaging manufactured to optimise its recoverability through collection systems including kerbside recycling schemes	Logistics Logistics Logistics Marketing / Logistics	In place Available and continue to be monitor for meeting the target of 23% in 2008-2009 In place to meet the target set above In place and continue to be monitored to meet target set above	Total weight of packaging used per annum (domestic & imported) % packaging materials weight / products weight (B) 25% in 2005-2007 23% in 2007-2009 20% in 2009-2010 Changes to protection, safety, hygiene and shelf life considerations associated with the packaging (B) Changes in marketing and distribution of the product to minimise packaging (B)

Item	Objectives / Plans ¹	Actions	Responsibility	Milestones	Measured Target
3.0	Distribution				
3.1	Maintaining the use of recyclable product packaging.	Ensure the use of recyclable cartons to all deliveries in order to minimise the use of new cartons.	Logistics	In place to meet the target of 75% in 2008-2009	% packaging material to be re-used (recyclable) 70% in 2005-2007 75% in 2007-2009 80% in 2009-2010
3.2	Inform Channel Partners of Kyocera Mita Australia commitment to National Packaging Covenant and encourage Channel Partners to adopt similar approach on recycling.	Encourage Channel Partners to adopt similar approach and show commitment on recycling.	Logistics	In place and available on KMAUS Website	
3.3	Continue to review and monitor the using of alternative materials instead of plastic bubble wrapping for spare parts and loose items packaging.	Continue to assess the alternative methods, and to report the findings and supported by a feasibility study. At the meantime, when required biodegradable bubble wrapping is now used to replace the normal plastic wrapping.	Logistics	Report completed with on-going review and monitor	
3.4	Eliminate the use of: Pre-paid plastics bag and Consignment note and Manifest.	Electronic Transmission of shipping information to the transportation company.	Logistics	In place	
3.5	Set the minimum order quantity of loose items where possible to minimise the use of bubble wrapping.	Continue to advise the customer about the benefit of optimum ordering quantity with respect to pricing strategy and cost.	Logistics	On going	
3.6	KPI's	To track and monitor the following: Packaging in supply chain to minimise the amount of material and other resources essential to guarantee the protection, safety, quality, hygiene and shelf-life of the product.	Logistics	Available and continue to be monitored for meeting the target.	Total weight of distribution packaging used per annum (domestic & imported) and the total weight of products packaged (B)
		Packaging in supply chain to optimise the amount of post-consumer recycled content.	Logistics	In place to meet the target of 25% in 2008-2009	% of packaging materials weight / products weight (B) 30% in 2005-2007 25% in 2007-2009 20% in 2009-2010

Item	Objectives / Plans ¹	Actions	Responsibility	Milestones	Measured Target
		Packaging in supply chain to optimise its recoverability through collection systems including kerbside recycling schemes i.e. All equipments to be run up in Kyocera third party warehouses.	Logistics	In place to meet the target set above	Changes to protection, safety, hygiene and shelf life considerations associated with the packaging (B)
			Logistics	In place and continue to be monitored to meet target set above	Changes in marketing and distribution of the product to minimise packaging (B)
			Marketing / Logistics	In place to meet the target of 99% in 2008-2009	% recycled content used per annum in packaging by material type (including plastic bags) ² (B) 97% in 2005-2007 99% in 2007-2009 100% in 2009-2010
			Logistics	In place to meet the target of 70% in 2008-2009	% new and existing product packaging unable to be recovered and re-utilised using existing recovery schemes (B) 75% in 2005-2007 70% in 2007-2009 65% in 2009-2010
			Logistics	In place to meet the target of 30% in 2008-2009	% reduction in contamination rates for collection and material recovery systems (B) 40% in 2005-2007 30% in 2007-2009 20% in 2009-2010
			Logistics	In place to meet the target of 25% in 2008-2009	Total weight of packaging disposed to landfill and as a percentage of total waste and relative to other waste stream components (B) 30% in 2005-2007 25% in 2007-2009 20% in 2009-2010

Item	Objectives / Plans ¹	Actions	Responsibility	Milestones	Measured Target
4.0	Disposal				
4.1	Maintain the use of appropriate recycling logo & information.	Maintain the use of appropriate recycling logo & information.	Marketing	In place	100% use of recycling logo.
4.2	Review current comprehensive recycling practice with respect to recycle waste & reuse incoming packaging and office paper waste where possible.	Continue to maintain the current company wide recycling practice. Conduct the audit annually.	Marketing QA	In place In place	100% of paper based office waste recycled. No major non-conformance.
4.3	KPI's	Minimise the quantity of packaging associated with disposal	Logistics	In place to meet the target of 25% in 2008-2009	Quantity (%) of packaging in litter stream with respect of the total litter stream (B) 30% in 2005-2007 25% in 2007-2009 20% in 2009-2010
5.0	Research (Also see item 1 Design)				
5.1	To continue to investigate waste management of packaging materials.	Continue to receive information from Kyocera Mita Corporation to identify the extent of waste management with respect to compliance to Government and Commercial Requirements.	Marketing	In place	All Information collected and reviewed.
5.2	Continue to communicate with the R&D Section of Kyocera Mita Corporation about Kyocera Mita Australia commitment to National Packaging Covenant	Continue to inform at every opportunities.	Marketing	On going	

Item	Objectives / Plans ¹	Actions	Responsibility	Milestones	Measured Target
6.0	Market Development				
6.1	Maintain review regularly the current recycling policy that uses recycled materials in our packaging as the first choice, followed by a blend of recycled and virgin materials as second choice.	To review the policy regularly.	Marketing	To Complete 2008-2009 review	Review once a year from 2005 to 2010
6.2	KPI's	<p>Continue to encourage and promote the adoption of Environmental Code of Practice for Packaging.</p> <p>Continue to work closely with NPC to develop, monitor and implement good practice for collection and recovery systems for packaging and litter management</p>	<p>Marketing & Logistics</p> <p>Marketing & Logistics</p>	On-going and should be reflected on the number of signatories including the Council who have adopted the Environmental Code of Practice for Packaging	
7.0	Education				
7.1	Label products to promote recycling.	All products labelled with recycling logo.	Marketing	In place	100% and continue to monitor.
7.2	Include information on our National Packaging Covenant commitments in internet to our dealers, retailers and customers and Intranet to all employees.	Continue to update Kyocera Mita Australia Internet and Intranet site with the latest National Packaging Covenant information and activities	Marketing and QA	In place	Information available on internet and intranet
7.3	All Employees awareness of Kyocera Environmental Policy and company participation in National Packaging Covenant.	<p>New employees – Induction</p> <p>Existing employees – see 7.2</p>	HR	In place	Information available on internet and intranet
7.4	In line with the company philosophy Kyocera Mita Australia is a major sponsor of Business Clean Up Australia.	To coordinate and participate this annual event	Marketing	February / March (Annual event)	50% annual increases each year for registered Business Clean Up sites.

Item	Objectives / Plans ¹	Actions	Responsibility	Milestones	Measured Target
7.5	KPI's	To change the Kyocera consumer behaviour with respect to purchase, use, and disposal	Marketing	As reflected in the NPC set target of 70% in 2008-2009	Participation rates in resource recovery systems (kerbside / workplaces) (B) 65% in 2005-2007 70% in 2007-2009 75% in 2009-2010
			Marketing	As reflected in the NPC set target of 60% in 2008-2009	Contamination rates in resource recovery systems (kerbside, events, venues, public places, workplaces) (B) 65% in 2005-2007 60% in 2007-2009 55% in 2009-2010
			Marketing	As reflected in the NPC set target of 25% in 2008-2009	Improvements in knowledge about the functional attributes of packaging, including recycleability / reuse. (B) 25% improvement each year over 5 years (2005-2010)
			Marketing	As reflected in the NPC set target of 25% in 2008-2009	Increase in consumer information to enable more informed behaviour (B) 25% improvement each year over 5 years (2005-2010)
			Marketing	In place to meet the target of 25% improvement in 2008-2009	Improvements in littering behaviour in work place (B) 25% improvement each year over 5 years (2005-2010)
8.0	Labelling (See 7.1)				
9.0	Manufacture (Majority of products is supplied by Kyocera Mita Corporation. See item 2.0)				

Item	Objectives / Plans ¹	Actions	Responsibility	Milestones	Measured Target
10.0	Channel Partners				
10.1	Investigate any additional packaging materials used by our Channel Partners and advise alternatives.	Educate and work with Channel Partners on the alternative packaging material and possibility of reducing the usage of additional packaging material.	Marketing	In place	Channel Partner Survey and e-Waste Survey performed annually.
10.2	Investigate the alternative packaging system for site to site delivery.	Continue to review and evaluate the current packaging system.	Logistics	On going	
10.3	Promote and encourage our Channel Partners to adopt Kyocera Mita Australia Environmental Policy and Guidelines on recycling.	Promote and educate Channel Partners on Kyocera Mita Australia Environmental Policy and Guidelines on recycling.	Marketing	Annually	Channel Partner Survey performed annually and e-Waste Survey performed regularly or as required.
11.0	Recycling and reuse				
11.1	Continue to reduce waste in our own processes, and recycle waste packaging via commercial recyclers.	Review and identify areas that further reduction is possible.	Facility and Logistics	In place	100% recycled and monitor the disposal volume.
11.2	Implementation of buy recycled purchasing policy or practices	Partially implemented and continue to review and identify all office use purchased items for further reduction of "non-recycle" office use purchased items if possible.	Finance and Administration	On-going	
11.3	Recycle programme in Office (See item 4.2)	Programme is available on Intranet which shows Employees how to recycle waste generated in the work place.	Facility	In place	100% recycled and monitor the disposal volume.
11.3	KPI's	Continue to study, review and possible to create secondary market in order to support for recovered packaging material	Marketing & Logistics	Several alternatives are being studies and reviewed – On going	
		Provision of Recycling Collection Services for packaging and paper	Logistics	To meet the target of 75% in 2008-2009	Total weight (%) of packaging material re-utilized by type and end market (B) 70% in 2005-2007 75% in 2007-2009 80% in 2009-2010

Item	Objectives / Plans ¹	Actions	Responsibility	Milestones	Measured Target
			Marketing	To meet the target of 5% in 2008-2009	Diversion rates of recovery systems for material types e.g. domestic, public place, commercial & industrial (B) 5% each year over 5 years (2005-2010)
			Logistics / Facility	In place to meet the target of 75% in 2008-2009	Products purchased (non stock) with recycled content (number of units purchased as a percentage of total units for the 3 highest quantity purchases) (B) 70% in 2005-2007 75% in 2007-2009 80% in 2009-2010
			Logistics / Facility	In place	Weight of packaging recycling from in-house operations (B)

1. Objectives / Plans and KPIs are based upon NPC Part 4 Product Stewardship.
2. It is recognised that packaging products will only be one of a number of potential markets for recycle.