



Kyocera Mita Australia Pty Ltd

Australian Packaging Covenant

Action Plan


2010-2015

Revisions and Approval

Revisions

Issue Date	Reason for Changes
18/01/11	First Draft
18/03/11	Second Draft – Incorporated all changes and comments provided
28/03/11	Third Draft – Incorporated all changes and comments provided
30/03/11	Final version

Approval

Name	Title	Signature	Date
David Finn	Managing Director		30/03/11

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1. Executive summary

Kyocera Mita Australia Pty Ltd (Kyocera) has achieved considerable progress and success under the previous National Packaging Covenant (NPC) Action Plan and is fully committed to the new Australia Packaging Covenant (APC) Action Plan to ensure the Covenant's performance target / goals, actions and key performance indicators are met.

Kyocera has and will continue to:

- implement design and procurement processes that drive sustainable design of packaging, consistent with the Sustainable Packaging Guidelines (SPG)
- implement policies or procedures to buy products made from recycled materials
- establish collection and recycling programmes for used packaging materials generated on-site
- take action, where appropriate, to reduce litter
- assist the Packaging Covenant Council to respond to complaints from the public about the design and use of packaging materials

2. About Kyocera Mita Australia

Kyocera Corporation was established in 1959. The name Kyocera is derived from *Kyoto* in Japan and the *Ceramic* material Kyocera 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.

Kyocera employs more than 63,876 people worldwide and its consolidated net sales totalled 1.07 trillion yen (approximately USD11.5 billion) during the year ended March 31, 2010.

In January 2000, Kyocera Corporation acquired 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.

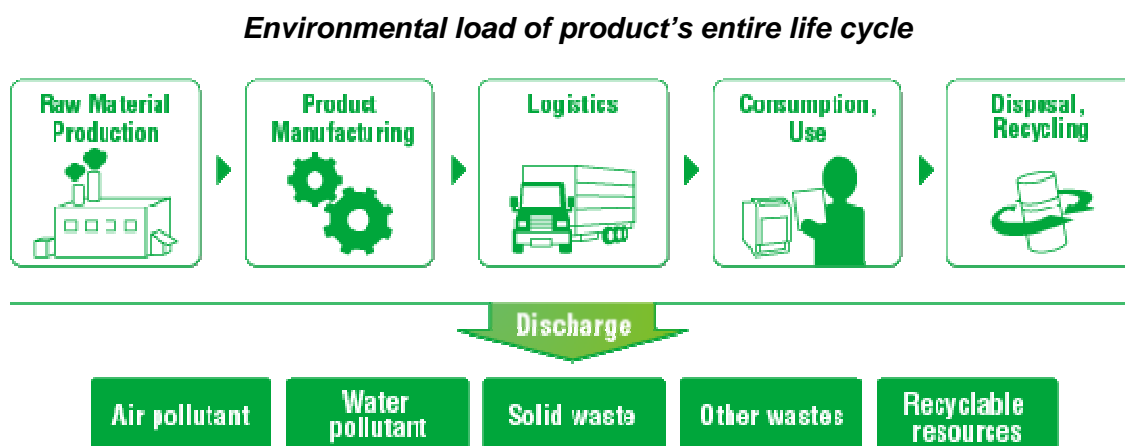
Kyocera Mita Australia, as part of the global Kyocera Corporation, focuses primarily on providing Total Document Solutions with their range of laser printers and multifunctional devices from its offices in Adelaide, Brisbane, Canberra, Melbourne, Sydney, and Perth.

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

3. The Products

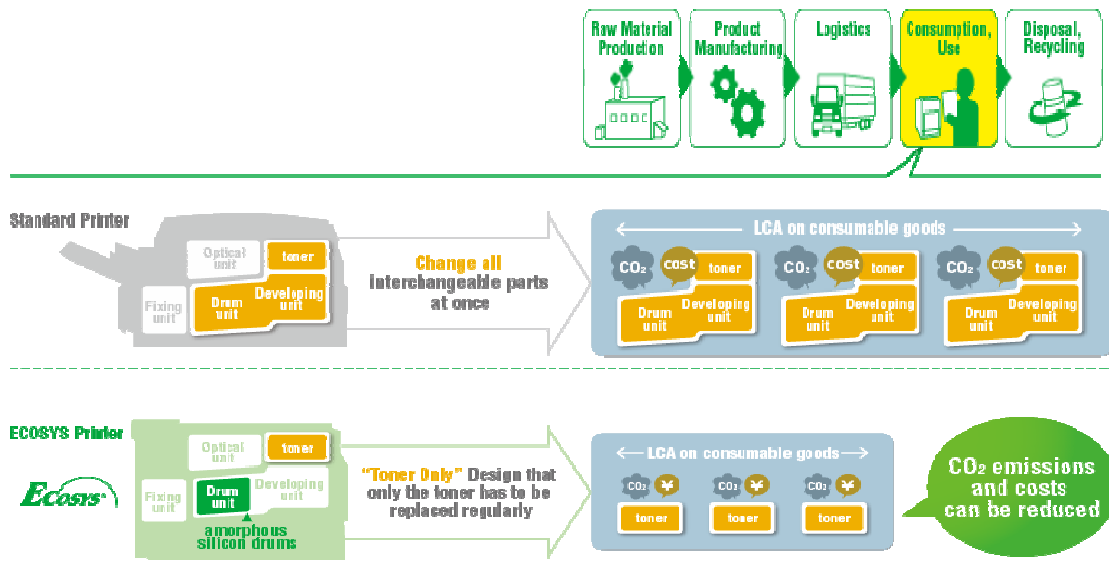
As a Brand Owner, Kyocera Mita Australia's main activities cover the sales, supply, logistics support, technical support and services of Kyocera Mita printers and multifunctional printers / devices.

Kyocera Mita is proud of its sustainable product design with the Life Cycle Assessment (LCA) ecological approach. LCA is a method that quantifies the environmental impact, or load, of products by analysing not only their "useful life" but also their "manufacturing" and "disposal and recycle" stages. By using this approach, Kyocera Mita can continually design products with a lower environmental load and customers / end users can compare different products and services based on their disclosed information on environmental load.



Furthermore, 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. The proven technology of the amorphous silicon drum and other long-life components, initially developed by Kyocera for their printers, are now also being

used in multifunction devices, which results in highly reliable products with longer service intervals and significantly lower TCO.



Kyocera Mita product also satisfies various environmental standards such as WEEE (EU Environmental Directive), Energy Star, Blue Angel, and Japanese ECO Mark.



4. Product Packaging

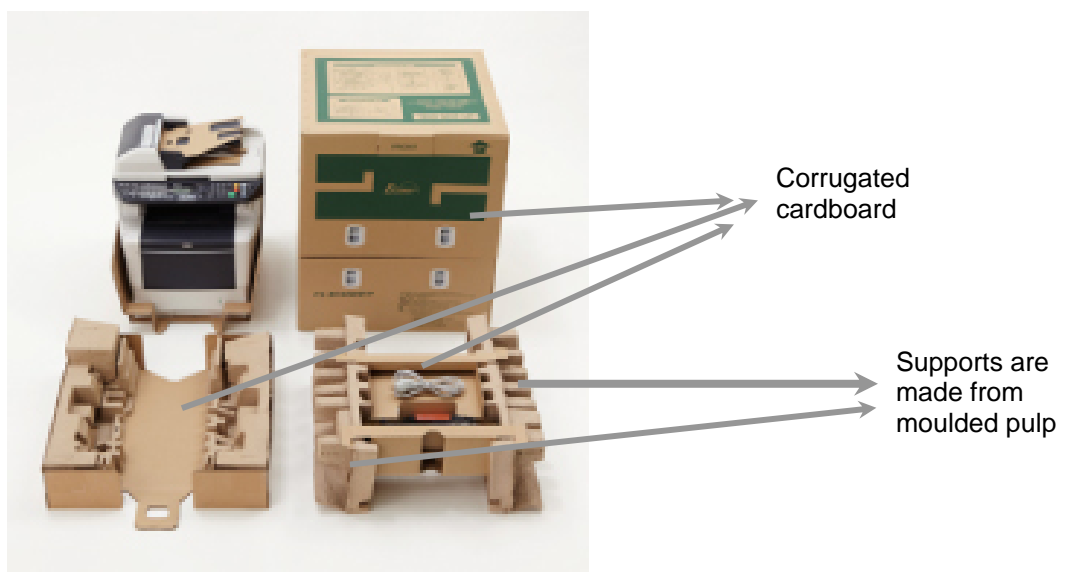
In 1992 when it launched the ECOSYS printer series, Kyocera decided to introduce environmentally-conscious packaging for all its products. One approach was to quit using plastic-based packaging materials that had been used for cushioning and fixation, and to replace them with paper-based materials such as corrugated cardboard and moulded pulp. Corrugated cardboard is used for the outer casing, fixation and cushioning. Moulded pulp is mainly used for cushioning and fixation.

Both corrugated cardboard and moulded pulp are made mainly from plant fiber. Moulded pulp, in particular, can be formed without using solvent adhesives, and is highly biodegradable when disposed of in landfills, imparting no negative impact on the soil.

Since then, packaging for all Kyocera products (multifunction devices / copiers and ECOSYS printers) 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. The supports are made from moulded pulp.

Paper-based packaging materials such as corrugated cardboard are environmentally-friendly because the system for their collection and recycling has already been well established worldwide. Moulded pulp is made from waste paper, and also collected and recycled after use. Thus, these can be called recycling-oriented packaging materials. Furthermore, these materials can be easily decomposed, thus minimising the environmental impact of Kyocera's packaging should it escape into the litter stream.



Kyocera's environmentally-friendly packaging

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
- Can be easily decomposed

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 design, production and adverse environmental consequences, Kyocera Mita Australia is committed to taking appropriate

actions for meeting the objective of the Packaging Covenant. (See Table 1 - Action Plan 2010-2015)

5. Major Achievements / Initiatives

Following are some of Kyocera's achievements / initiatives which support and ensure the Covenant's performance target / goals, actions and key performance indicators are met.

5.1 Kyocera Mita Australia commits to Australian 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 Australian Packaging Covenant; and is fully committed to Australian Packaging Covenant in meeting the objective of the Packaging Covenant to minimise the overall environmental impacts of packaging by pursuing the following specific performance goals:

Design: packaging optimised to achieve resource efficiency and reduced environmental impact without compromising product quality and safety

Recycling: the efficient collection and recycling of packaging

Product Stewardship: a demonstrated commitment to product stewardship by organisations in the supply chain and other signatories

5.2 Kyocera's packaging design meets the Sustainable Packaging Guidelines

The Sustainable Packaging Guidelines focus on:

- Minimising materials (source reduction)
- Maximising water and energy efficiency
- Use of recycled materials
- Use renewable and / or recyclable materials
- Minimising hazards associated with potentially toxic and hazardous materials
- Use materials from responsible suppliers
- Design for transport
- Design for re-use
- Design for recovery

- Design for litter reduction
- Design for consumer accessibility
- Provide consumer information on sustainability

Kyocera's packaging design group has overcome various technical problems and succeeded in using paper-based packaging materials for purposes that were considered impossible. The environmentally-conscious packaging design focusing on resource saving and sustainability is highly regarded in Japan, and resulting in Kyocera being awarded a prize at the Japan Packaging Contest in 2010 for the seventh consecutive year.

Packaging, inherently has purposes such as "protecting products" and "improving efficiency in transportation and storage", and becoming obsolete when the product reaches the customer; Kyocera's packaging design group has developed packages that allow ease of unpacking, whilst using a minimal amount of materials with the minimum burden on the environment.

Kyocera's Packaging Design Team adopts "***proper design to avoid excessive packaging***"; "***consideration of the 3Rs (reduce, reuse, recycle)***"; "***universal design allowing easy handling in distribution and unpacking***"; and "***improved loading efficiency***". Based on these policies, Kyocera's packaging standards are continually reviewed and updated and are more stringent now than in 1992. One example is the tape used for fixing products. Initially, the packaging designers were allowed to use as much tape as they liked. A target to limit the use of tape to five strips or less was set in 2004, which has since been revised to three or less.

The number of strips of tape used may seem like a minor issue, but the more tape used for packaging, the more hassle the customer faces when unpacking, and the more waste generated after unpacking. The team believes the attitude of making all-out efforts in such a seemingly minor aspect leads to reduction in waste, 100% re-cycling and easier unpacking for customers.

Although there are weaknesses to paper-based packaging materials such as: they are easily crushed when subjected to pressure or impact, it is very difficult to return them to their original shape, and they also easily absorb water and become weaker when moist; actions have been taken to overcome these. Instead of using a lot of packaging materials to overcome their weaknesses,

which is not environmentally-friendly and to realise a packaging design that uses a minimum amount of materials while sufficiently protecting products, the Packaging Design Team needs to have a comprehensive knowledge of the characteristics of both packaging materials and products. When properly packaged, using only paper-based materials can have sufficient strength. The Team is engaged in all the stages related to packaging, from cutting and assembling cardboard sheets to testing packages with products containing actual products.

The products are classified into 4 categories: Printers, Multifunction Printers / Multifunction Devices, Consumables, and Parts

The Team is always facing with the difficult and challenging task of designing packaging that can protect products even if the carrier accidentally drops the box during transportation. Despite the difficulty, it is also exciting develop the solutions. Paper-based packages can be fabricated easily by a single person. Prototype can be constructed right away from an idea which is extremely attractive. For example it was generally believed that moulded pulp would collapse if it held a product of 20 kg or more. However the Team decided to challenge this established view of the packaging industry and tried to use moulded pulp as cushioning material for a product that weighed 33.5 kg. The Team eventually succeeded in creating such strong packaging by inserting a cardboard sheet between the product and the moulded pulp material to reinforce it.

The Packaging Design Team also value the merits of developing packaging materials in-house. They have thorough knowledge of the products so that they can design appropriate packaging that matches the characteristics of each product which would be difficult if packaging design were outsourced. It is this in-house packaging design that enables Kyocera to improve its products and packaging at the same time through cooperation with the hardware designers.

When the prototype of a package is produced, it is tested rigorously both with and without the product. Tests against various conditions such as drops, vibration, compression, and water leakages are conducted to evaluate the quality of the packaging. Testing is conducted in accordance with the company standards, which are more stringent than JIS standards. For example, the JIS

standard requires drop tests to be conducted at least once, while the team conducts the drop tests at least twice.



Kyocera's packaging testing

All testing data is collated, evaluated and verified, and any discrepancy found is corrected and resolved immediately. The tests and verification are then repeated. Through repetition of these processes, the quality of each package can be improved. As a result of various tests the strength of not only the packaging materials but also the product itself can be improved. Since the tests are conducted jointly with the Hardware Design Team, the product can also be improved promptly whenever necessary.

If the product itself is robust, the amount of packaging materials used can be reduced significantly. Close collaboration with hardware designers enables the Packaging Design Team to achieve improvement in product strength and reduction of packaging materials.






Kyocera's award winning packaging

Kyocera is actively involved in various Packaging Forums, industry event groups and workshops that provide opportunities for Kyocera to exchange information with other companies, and introduce Kyocera's innovative and efforts outside the company. In September 2009, Kyocera held the "Kansai Transport Packaging Discussion" meeting as a special workshop of the Kansai

Branch of the Japan Packaging Institute. The meeting was attended by participants from various companies and proved to be a huge success.

Kyocera packaging has received awards at the Contest for seven consecutive years since 2004. It also won a WorldStar in the WorldStar Competition held by the World Packaging Organisation (WPO), which only winners of the Japan Packaging Contest are eligible to enter.

Items awarded at the Japan Packaging Contest

Items marked with ★ are also winners of the WorldStar of the World Packaging Organisation.		
Fiscal year	Award winning items	Features
2004	★ Colour MFP KM-C2630D	Packaged using only corrugated cardboard, without styrene foam.
2005	General-purpose moulded pulp cushion	Made from environmentally-friendly moulded pulp, contributing also to improved efficiency in packaging work.
2006	★ Toner container (TK-310)	Packaging achieved using one corrugated cardboard sheet, making assembly easier. Glue is not used.
2007	Corrugated cardboard packaging of glass sheets for copiers	Fragile glass sheets are packaged using corrugated cardboard.
	Reusable cushion for drum transport	Reusable cushioning material made from recyclable PET material. Its ingenious shape has realised reduced volume and improved transport efficiency.
2008	★ Colour printer FS-C5300DN	Cushioning using only corrugated cardboard. The amount of material used was reduced through commonisation of cushions for both right and left sides and integration of components.
2009	★ Colour printer FS-C5400 DN cushion 	Packaging of a product of the maximum bearable weight of 33.5 kg was realized using moulded pulp. The number of packaging items was reduced through commonisation of packaging components and the employment of thinning and weight-reducing techniques.
2010	Black-and-white MFP FS-3040MFP Sliding tray system package 	Package that allows products to be pulled out horizontally, so as to make unpacking easier, with the aim of improving usability.
	Toner 	Downsized the conventional package shape that inhibits vertical placement, to prevent toner powder from hardening. Efficiency in handling and the ease of removing the product was improved.

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

Kyocera Mita Australia has subcontracted its warehouse operation to a third party since 2006. However, since joining the NPC in 2003, there has been a significant increase in the volume of packaging and paper being recycled and / or reused in the Kyocera Mita Australia store locations. More than 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)

Since the introduction of the workplace recycling system, more than 95% of the office paper waste or packaging has either been reused or re-cycled.

5.4 Continues to promote recycling through Kyocollect Programme

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

5.5 Recycling friendly purchasing policies

In line with Kyocera Corporation Global Environmental Policy and Objectives, Kyocera has a Purchasing Policy and Procedure which requires the purchasing of a non stock item from a supplier who can demonstrate sustainability such as

environmentally friendly manufacturing / sourcing. Consideration should be given to increase the recycled or recyclable content materials in the areas of:

- Local packaging
- Paper products
- Office equipment and consumables
- General office supplies

5.6 Certification to ISO 14001:2004

In line with current Kyocera environmental initiatives implemented world-wide and in Australia, Kyocera Mita Australia's environmental management system has achieved certification to **ISO 14001:2004** at its Head Office and National Support Centre.

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

- The environmental objectives and action plans within Kyocera functional areas are consistent and fully aligned with Kyocera's total commitment to the Australian 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.

6. Roles and Undertakings

To ensure and demonstrate Kyocera Mita Australia's commitment meets and satisfies the objective and scope of the Australian Packaging Covenant, an action plan which is consistent with the Sustainable Packaging Guidelines (SPG) is in place and available

The action plan is periodically monitored and progress tracked in order to ensure the planned initiatives e.g. Kyocollect Programme is performed effectively as intended / planned. 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 Covenant Performance Goals and KPIs, Actions, Responsibility, Baseline Data, Target / Performance Goal, and Timeline / Milestones by covenant specific goals in Design, Recycling, and Product Stewardship and by key process area. Kyocera Mita Australia uses these Key Performance Indicators in reporting on Covenant effectiveness.

7. References

- ***Sustainable Packaging Guidelines***, Australian Packaging Covenant, July 2010
- ***Handbook for Signatories***, Australian Packaging Covenant, September 2010
- ***Environmentally-conscious packaging design 2010***, Kyocera Mita Environmental Website at <http://www.kyoceramita.com/environment/feature/index.html>
- ***2010 Kyocera Mita Group CSR Activity Summary***, Kyocera Mita Corporation, 2010 (Copy can be obtained by writing to: **The Quality Manager**, Kyocera Mita Australia Pty Ltd, 6 -10 Talavera Road, North Ryde NSW 2113)

8. Contacts

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Table 1 – Action Plan 2010-2015

Item	Covenant Objectives / Plans / KPIs	Actions	Responsibility	Baseline Data	Target / Performance Goal	Milestones / Timeline
1.0	Design – optimise packaging to achieve resource efficiency and reduce environmental impact without compromising product quality and safety.					
1.1	Establish APC Team and to communicate with Suppliers about Kyocera Mita Australia commitment to Australian Packaging Covenant and the meeting the SPG Guidelines.	Establish APC Team.	APC Team - Marketing / Logistics / QA	Ex NPC Team.	Appointment of APC. Terms of reference adopted by APC Team.	APC Team appointed.
		Continues to inform new and existing suppliers of Kyocera Mita Australia commitment to APC.	APC Team	Process is in place to inform new and existing suppliers of Kyocera Mita Australia commitment to APC.	Continue to inform KMC (main Supplier) about the goals and requirements of the Australian Packaging Covenant's and SPG. 100% - All new and existing suppliers of Kyocera Mita Australia are informed.	On-going In place and available on KMAUS Website.
1.2	Implement process to review all products' packaging (existing and new) against SPG. Products are classified into 4 groups – Printers, Multifunction Printers / Multifunction Devices, Consumables, and Parts.	Documented policy and procedures for reviewing and procuring all packaging against SPG including checklist / worksheet that requests information from suppliers to assist in answering questions in the SPG.	KMC Design Team / APC Team	Modified process to align with SPG.	Integrate SPG in all the relevant company policy and procedures	Policies and procedures (ECoPP) will be updated and all relevant checklists will be formalised by 2011.
		To review existing products packaging against SPG guidelines and requirement.	Design Team / Marketing / Logistics / QA	KMC Design Team has been reviewing both existing and new product packaging – see section 5.2	50% of existing packaging reviewed annually.	Packaging reviews Register showing the percentage of existing packaging reviewed.
		To review all products packaging against SPG guidelines and requirement.	Design Team / Marketing / Logistics / QA		100% of new packaging against the guidelines when released to Market.	

Item	Covenant Objectives / Plans / KPIs	Actions	Responsibility	Baseline Data	Target / Performance Goal	Milestones / Timeline
1.3	KPI 1 - Proportion of signatories in the supply chain implementing the SPG for design or procurement of packaging.	Refer 1.2	Design Team / Marketing / Logistics / QA	<p>See section 1.2 of this Action Plan.</p> <p>See section 1.2 of this Action Plan.</p>	<p>Target: 70% of Covenant signatories with documented policies and procedures for evaluating and procuring packaging using the SPG or equivalent.</p> <p>Target: 70% of Covenant signatories assessing 100% of new packaging and 50% of existing packaging against the guidelines.</p>	<p>See section 1.2 of this Action Plan.</p> <p>See section 1.2 of this Action Plan.</p>

Item	Covenant Objectives / Plans / KPIs	Actions	Responsibility	Baseline Data	Target / Performance Goal	Milestones / Timeline
2	Recycling – the efficient collection and recycling of packaging.					
2.1	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	% packaging material to be re-used (recyclable) 80% in 2009-2010.	% packaging material to be re-used (recyclable) 80% in 2010-2011 85% in 2011-2013 90% in 2013-2015	Process in place. This has resulted in 100% recyclable and or recycled materials used of all Kyocera products.
2.2	Eliminate the use of: Pre-paid plastics bag and Consignment note and Manifest.	Electronic Transmission of shipping information to the transportation company.	Logistics	Plastics bags & papers usage.	100%	In place.
2.3	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	Bubble wraps usage.	% reduction in bubble wraps usage.	In place.
2.4	Continue to recycle all paper based off-cuts/wasted packaging in all store locations.	Review and identify areas that further reduction is possible.	Logistics		100% of onsite corrugated cardboard & paper based material recycled & e-waste recycling.	On-going.
2.5	Continue to reduce waste in-house processes, and recycle waste packaging via commercial recyclers.	Review and identify areas that further reduction is possible.	APC Team / Facility	Annual recycling data.	100% of onsite corrugated cardboard & paper based material recycled & e-waste recycling.	Continue to maintain the current company wide recycling practice.
		Review current comprehensive recycling practice with respect to recycle waste & reuse incoming packaging and office paper waste where possible.	APC Team / Facility	Annual recycling data.	100% recycling.	Continue to maintain the current company wide recycling practice.
2.6	Recycle programme in Office / work place (See item 5.4).	Continue to make staff aware of recycling and ensure recycling facility is available and conduct the audit annually or as required.	Facility / QA	Annual recycling data.	100% recycling.	Programme is available on Intranet which shows Employees how to

Item	Covenant Objectives / Plans / KPIs	Actions	Responsibility	Baseline Data	Target / Performance Goal	Milestones / Timeline
2.7	Encourage recycling by: <ul style="list-style-type: none"> Offering Supply contracts that include take-back and recycling of packaging. Requiring Waste management contracts that require collection and recycling. 	Review the company policy and procedures to include take-back and recycling of packaging and requiring waste management to collect and recycling at cost.	Marketing / Logistics		Weight of packaging recycling through these initiatives / programmes.	recycle waste generated in the work place. Depending on the demand and take up rate by the end-users.
2.8	Participation in an industry or multi-stakeholder working group to address a shared challenge, such as establishing end markets for a recyclable material.	As a member of Business Imaging Association Australia (BIAA) and actively involve in the incoming Product Stewardship Legislation.	Marketing		Comply with Product Stewardship Legislation.	
2.9	Implementation of buy recycled purchasing policy or practices.	Policy and procedures in place to consider and buy environmental-friendly products.	Marketing, Logistics, and Finance & Administration	Annual paper purchase / usage data.	Only use 50% recycled office paper by 2012.	Partially implemented and continue to review and identify all office use and local purchased items for further reduction of "non-recycle" office use purchased items if possible.
2.10	KPI 3 Proportion of signatories with on-site recovery systems for recycling used packaging.	See section 2.4, 2.5 and 2.6 of this Action Plan.	See section 2.4, 2.5 and 2.6 of this Action Plan.	See section 2.4, 2.5 and 2.6 of this Action Plan.	See section 2.4, 2.5 and 2.6 of this Action Plan.	See section 2.4, 2.5 and 2.6 of this Action Plan.
	KPI 4 Proportion of signatories with a policy to buy products made from recycled packaging.	Policy and procedures in place to consider and buy environmental-friendly products and encourage suppliers to buy and fulfil environmental-friendly products in their supply chains.	Logistics	Not available.	20% of local packaging purchased being recycled content by 2012.	20% by 2012.

Item	Covenant Objectives / Plans / KPIs	Actions	Responsibility	Baseline Data	Target / Performance Goal	Milestones / Timeline
2.11	Other KPIs	<p>Continue 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.</p> <p>Packaging in supply chain to optimise the amount of post-consumer recycled content.</p> <p>Packaging in supply chain to optimise its recoverability through collection systems including kerbside recycling schemes. Agreement on all the packaging removed by Third Party Contractors / Suppliers is recycled through collection systems.</p>	<p>Logistics</p> <p>Logistics</p> <p>Logistics</p> <p>Logistics</p> <p>Facility and Logistics</p>	<p>KPI 1A NPC 2005-2010.</p> <p>KPI 1C NPC 2005-2010 20% in 2010.</p> <p>100% in 2009-2010.</p> <p>80% in 2009-2010.</p> <p>Annual recycling data.</p>	<p>Total weight of distribution packaging used per annum (domestic & imported) and the total weight of products packaged.</p> <p>% of packaging materials weight / products weight. 20% in 2010-2015</p> <p>% recycled content used per annum in packaging by material type (including plastic bags) 100% in 2011-2015</p> <p>Total weight (%) of packaging material re-utilized by type and end market. 80% in 2010-2013 85% in 2013-2015</p> <p>Weight of packaging recycling from in-house operations.</p>	<p>Available and continue to be monitored for meeting the target.</p> <p>Available and continue to be monitored for meeting the target.</p> <p>Available and continue to be monitored for meeting the target.</p> <p>In place to meet the set target.</p> <p>In place to meet the set target.</p>

Item	Covenant Objectives / Plans / KPIs	Actions	Responsibility	Baseline Data	Target / Performance Goal	Milestones / Timeline
3	Product stewardship – a demonstrated commitment to product stewardship by the supply chain and other signatories.					
3.1	Label products to promote recycling.	All products labelled with recycling logo.	Marketing / Logistics		100% and continue to monitor.	In place.
3.2	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. In the meantime, when required biodegradable bubble wrapping is now used to replace the normal plastic wrapping.	Logistics	See section 2.3 of this Action Plan.	See section 2.3 of this Action Plan.	On-going usage monitoring and reviewing its effectiveness.
3.2	Inform Kyocera Mita Australia's Channel Partners of its commitment to Australian Packaging Covenant and encourage Channel Partners to adopt similar approach on recycling.	Encourage Channel Partners to adopt similar approach and show commitment on recycling.	Marketing		Information available on Internet.	In place.
3.3	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 / QA		Information available on Internet.	In place.
3.4	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 using checklist / worksheet / survey / questionnaire that requests information from Channel Partners to assist in answering questions in the SPG.	Marketing / Logistics	Currently not available.	Annual Survey / Questionnaire that requests information from Channel Partners to assist in answering questions in the SPG.	Survey / Questionnaire to be conducted annually.
3.5	Include information on our Australian 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 Australian Packaging Covenant information and activities.	Marketing		Information available on internet and intranet.	In place and available on KMAUS Website.

Item	Covenant Objectives / Plans / KPIs	Actions	Responsibility	Baseline Data	Target / Performance Goal	Milestones / Timeline
3.6	All Employees awareness of Kyocera Environmental Policy, recycling, and company participation in Australian Packaging Covenant.	New employees – Induction Existing employees – see section 2.6 of this Action Plan.	HR / QA		Improvements in littering behaviour in work place.	In place and on-going.
3.7	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		Committed to community-based litter reduction programme.	February / March (Annual event).
	KPI 6 Proportion of signatories that have formal processes for working with others to improve design and recycling of packaging.	Continue to encourage and promote the adoption of SPG.	Marketing / Logistics / QA		Target: 70% of Covenant signatories are implementing formal policies and procedures in working with others to improve design, procurement and recovery of packaging.	On-going and should be reflected on the number of signatories who have adopted the SPG.
	KPI 7 Proportion of signatories demonstrating other product stewardship outcomes.	Continue to work closely with APC to develop, monitor and implement good practice for collection and recovery systems for packaging and litter management.	Marketing / Logistics	See section 2.11 of this Action Plan.	Target: Continuous reduction in the number of packaging items in litter.	On-going.
	Other KPIs	To change the Kyocera consumer behaviour with respect to purchase, use, and disposal. Consumer education to encourage responsible disposal or recycling of packaging. Improvements in littering behaviour in the work place.	Marketing Marketing HR / Facility / QA	As reflected in the NPC set target of 75% in 2009-2010.	Participation rates in resource recovery systems (kerbside / workplaces). 75% in 2010-2013 80% in 2014-2015	On-going.