



Health & Safety Policy

ACCO Europe is committed to pursuing continuous improvement in Health and Safety to attain best performing levels. Consistent with this aim is compliance with all legal and company requirements. This aim is entirely consistent with our business goals of high performance in customer service, quality and efficiency.

In order to achieve this aim the Company is committed to:-

- **Providing management systems to ensure that the Health and Safety Policy is put into action.**
- **Organising, implementing, monitoring and reviewing of these systems to ensure that Health and Safety standards are maintained at all times.**
- **Eliminating injuries and occupational ill health to employees and contractors by conducting our operations in a safe manner, accepting that no one should come to work to be hurt.**
- **Developing a culture where all employees contribute and take ownership for creating and maintaining a safe working environment.**

Each Country and European Business Leader is expected to ensure their operation fully complies with the Company Policy. They are required to develop their own Health and Safety Policy and Procedures to enact these requirements and ensure adequate arrangements are made for the definition of levels of responsibility, its implementation, the monitoring of its effectiveness and revision when necessary.

Each employee and contractor will be given information, instruction and training necessary to enable safe working. It is the legal duty of every employee and contractor to take reasonable care for their own safety and for others in their work area. Working safely is a condition of employment.

Christopher Franey

A handwritten signature in black ink, appearing to read 'Christopher Franey', written over a faint, larger version of the same signature.

**President ACCO Brands International &
Kensington Computer Products**

Date: January 2012

Issue: 15