

Warehouse Stationery Report



Warehouse Stationery has over the past two years been moving to meet its sustainable business responsibilities. It has established a department to undertake this work and to ensure that business decisions are aligned with the overall company's sustainable business philosophies.

Particular advances have been made in terms of the company's zero waste campaign, supplier relationships and partnerships, charity fundraising and the community programmes of Gateway and Key4free.

By attaining 29 consecutive quarters of over 30 percent growth, Warehouse Stationery has also generated employment opportunities throughout New Zealand.

Community Initiatives

Victim Safe Foundation

During the past year fundraising was carried out through our stores and Support Office for the Victim Safe Foundation (Victim Support North Shore). A total of \$65,000 was raised nationally through a charity golf event and customer and team fundraising efforts.

KidSafe Foundation

Warehouse Stationery selected the KidSafe Foundation to be the principal charity that it supports. The company has entered a partnership with KidSafe that will run for a minimum of three years. This includes an October 2003 fundraising campaign, which is seeking to raise \$90,000.

Key4free

Key4free, which offers free computer training in nine Warehouse Stationery stores has flourished since it began two years ago. These stores operate classrooms where any New Zealander over the age of 16 years can enrol and be trained in Microsoft programs. It is planned that a further three classrooms will be opened in the current year. Classrooms are equipped with the latest computer technology and training in Microsoft applications, Word, Excel, Power Point, Outlook and the Internet, is provided.

Warehouse Stationery provide all equipment at cost to the program administrator Manukau Institute of Technology who cover all tuition costs.

More than 150,000 enrolled student sessions have been completed by Key4free over the past 18 months.

The programme has proved to be a starting point for many people wanting to return to the workforce or those entering the workforce for the first time.

Warehouse Stationery Key4free Scholarships 2003

The success of the Key4free programme and Warehouse Stationery's pivotal role in it has been acknowledged with the establishment of "Warehouse Stationery Key4free Scholarships". These are available to any full time polytechnic student and are also administered by MIT. This year 200 Warehouse Stationery Key4free Scholarships were awarded. Each scholarship is worth \$2000.

Zero Waste

Landfill minimisation is now operating throughout Warehouse Stationery with sorting stations in all stores and the support office. Some stores and the support office at Beach Haven, Auckland, have worm farms in operation to recycle food waste.

Gateway Programme

During the year Warehouse Stationery entered the Gateway programme administered by the Tertiary Education



Commission. This programme allows opportunities for school students to experience working in a retail environment while they complete New Zealand Qualification Accredited courses.

First Foundation

In the past year Warehouse Stationery agreed to support the First Foundation Project with a further two students. With four students now in this long term training project the company is the largest single contributor to the foundation. To further assist its work office space has been made available to the foundation at Warehouse Stationery's East Tamaki store.

Demonstrating community values

Warehouse Stationery has a dedicated Sustainability Manager and support team who have the role of identifying, monitoring and improving the company's contribution to the community. The Sustainability Manager is responsible for ensuring the values of the business are upheld.

Each year there is a special conference programme involving all team members of the organisation. At these events, wives, husbands and partners are invited to hear presentations about the business and to enjoy a dinner dance. The conferences take place simultaneously throughout New Zealand.

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Employment creation/access

Warehouse Stationery operates using full time permanent, part time permanent and casual team members. The introduction of Key4free into stores has created full time positions for tutors.

The business has adopted The Warehouse "people first" philosophy, which ensures that team members are treated with respect and allowed to freely express their views.

Training modules have been created modules in house that have attained NZQA status so that qualifications gained are transportable.

Leadership involvement in

Community associations and groups

All Warehouse Stationery stores are encouraged to join business associations within their area. A high proportion of the organisation's team members are involved on school boards as trustees or parent members.

Warehouse Stationery is a Gold Partner in the New Zealand Principals Association, which is dedicated to improving education throughout New Zealand, and is also affiliated to the Auckland Chamber of Commerce.

