

DURABOOK

Packaging Reusing Plan

Green Design

The DURABOOK package is designed for multiple reuse to support reshipping and RMA returning.

DURABOOK series boxes:

<p style="text-align: center;">DURABOOK R8300</p>  <p>A tan cardboard box with 'DURABOOK ANYTIME MISSION CALLS' and 'R8300' printed on the side. A green recycling symbol is in the bottom right corner.</p>	<p style="text-align: center;">DURABOOK R11</p>  <p>A black carrying case with a handle, 'DURABOOK ANYTIME MISSION CALLS' and 'R11' printed on the front. A green recycling symbol is in the bottom right corner.</p>
<p style="text-align: center;">DURABOOK SA14</p>  <p>A black carrying case with a handle, 'DURABOOK ANYTIME MISSION CALLS' and 'SA14' printed on the front. A green recycling symbol is in the bottom right corner.</p>	<p style="text-align: center;">DURABOOK S15AB</p>  <p>A black carrying case with a handle, 'DURABOOK ANYTIME MISSION CALLS' and 'S15AB' printed on the front. A green recycling symbol is in the bottom right corner.</p>

Tips for Package Reusing

1. Do not throw away or mishandle the packaging: keep all inserts, cushions, and the box.
2. Store in a safe dry storage area: Do not allow the packaging material to get moist or wet.

Where to Purchase

Durabook encourages our customers using DURABOOK designed box for best interest, please contact Durabook <https://www.durabookamericas.com/contact-support> by completing online form, or call (800) 552-8946 for purchase. Price for new DURABOOK package: \$65.00 each

Appendix A

DURABOOK Packaging Material Waste Reduction and Recycling Policy

I. Policy Goal Purpose

Reduce packaging material waste, help conserve natural resources, and cut greenhouse gases.

II. Policy

All Durabook Americas Inc. employees and support vendor shall reduce the amount of packaging waste materials generated in the workplace and recycle the various materials identified in this policy.

III. Waste Reduction

Commitment to Waste Reduction and Prevention – All Durabook Americas Inc. employees and support vendor will practice waste reduction through the following practices:

- Reuse the product packaging material before using new whenever new is not required.
 - a) Cardboard material
 - b) Foam packaging material
 - c) Any plastic packing in usable condition (No tears or holes)

- Material that are not acceptable for reuse shall be recycled.
 - a) Wet or damaged cardboard shall be recycled with cardboard material
 - b) Foam inserts shall be reused. Broken foam pieces can be repaired for reuse.
 - i. Excess foam pieces shall be kept as repair pieces for broken foam pieces.

IV. Recycling

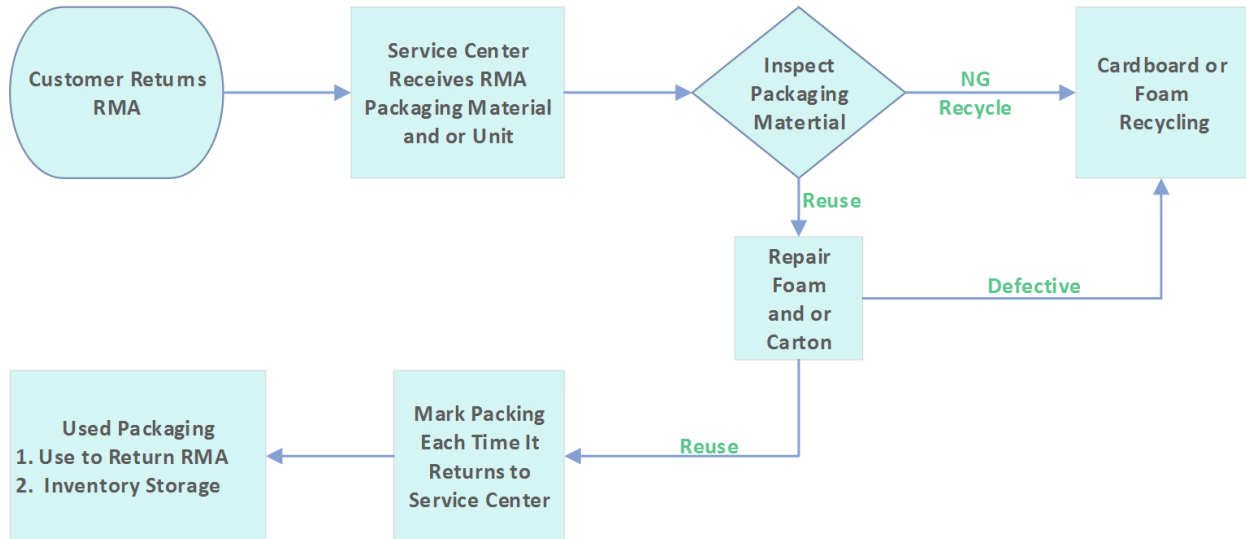
- a) All Durabook Americas Inc. employees and support vendor employees shall comply with the Durabook Americas Inc. company's packaging recycling program
- b) Employees shall maximize opportunities to recycle the packaging material whenever applicable.

V. Collect the following materials for reuse or recycling:

Packaging material cardboard	Box, trays, covers
Foam insert	Left and right inserts
Plastic bags	Unit cover

Appendix B

DURABOOK Packaging Reusing SOP



DURABOOK Packaging Reusing Map

