

## Offices

The headquarters, branch and oil refinery offices of Cosmo Oil have been working for many years for the promotion of electricity and energy conservation, reducing the quantities of paper products used and increasing recycling. Ongoing environmental activities include the production of an office environmental management manual and the enlightenment of employees on an individual basis.

Cosmo Oil believes that office environmental protection activities will also result in an increase in business efficiency. While working for this synergy, we are also striving to reduce the environmental impact of all office activities.

### Advancing the Paperless Office Through Intranet Activities

Intranets are widely used for making business contacts and sharing proposals, suggestions and materials—and increasingly to promote the paperless concept. This can also drastically reduce both the number of meetings and the amount of materials needed for them.

Where paper is used, awareness of the need to conserve has been firmly established, with two-sided copying and other programs in place.



Cosmo Oil's Executive Committee in April, 1999, at the introduction of an Intranet system boosting the move to paperless

### Promoting Recycled Paper, Eco Mark Products and Other Green Products

From 1998, all copy paper and other papers are made from 100 percent recycled material. The copy paper is also entirely 70 percent white paper. For employee business cards, kenaf, an annual plant of the hibiscus family which has gained much attention as a paper



Recycled paper forms and kenaf business cards

source material which does not require forest resources, is being used.

The introduction of papers with the Eco Mark has also begun, with almost all tubes, tags and file folders 100-percent Eco Mark products as of 2000.

Future stationery, office equipment and other purchases will also be made on a "green" basis.

### Establishment of the Clean Box: Increasing Recycling Awareness

Cosmo Oil is working in a variety of ways to reduce the amount of trash discharged, by recycling useable ballpoint pens, files and stationery and copy machine toner cartridges. "Clean Boxes" have been set on all office floors to encourage the separation of wastes and the recycling of paper resources.



Clean Box