

Resource and Energy Conservation Efforts at Offices

The headquarters, branches, and oil refinery offices of Cosmo Oil have long been engaged in activities to reduce environmental impacts such as the promotion of green procurement, the reduction of paper use, the encouragement of recycling, and energy conservation.

Cosmo Oil believes that environmental protection activities at our offices, including the strict separation of garbage, fosters environmental awareness among our employees and also increases business efficiency.

Advancing the Paperless Office through PC Use

The Cosmo Oil Group has been working for many years to save paper by building computer networks. The computer networks are used for making business contacts, proposals and suggestions, and for sharing materials. This has resulted in a drastic reduction in the number of meetings as well as the amount of paper materials needed for them. We also make other detailed efforts such as the encouragement of double-sided printing.

We will continue to implement effective measures with a view to both increasing business efficiency and reducing environmental impacts.

Promoting the Purchase of Recycled Paper and Environment-conscious Products

Since FY 1998, all copy paper and other papers for in-house use have been made from 100 percent recycled material. Business cards are made from kenaf.

We also have been promoting environment-friendly or "green" purchasing of office supplies. In addition to binders, sticky notes, and file folders that

were purchased in FY 2000, highlighter pens and correction tapes were replaced almost entirely by environment-conscious products in FY 2001.

We will continue to actively promote the green purchasing of office supplies and equipment.



Documents printed on recycled paper and business cards made from kenaf

Promotion of Recycling

Cosmo Oil is working in a variety of ways to reduce the amount of garbage, by recycling stationery such as ballpoint pens, files, and copy machine toner cartridges.

Recycle bins have been set on all office floors to encourage the separation of paper wastes.

Offices of our oil refineries promote recycling of waste paper. As for newspapers, magazines and cardboard, 100% of them are being recycled. The amount of waste paper collected at our four oil refineries reached about 100 tons in FY 2001.



Recycle bin

Promotion of Energy Conservation

From August 2001 through March 2002, personal computers used in Cosmo Oil Group companies were replaced and 2,600 personal computers, which have a low standby power requirement, are now being used.