

QUALITY POLICY

Lyreco CE, SE, a distributor of office stationery, computer consumables and personal protective equipment, is committed to providing its customers with quality services and meeting their expectations.

The information above is consistent with Lyreco's mission. **"Simplifying your life at work".**

Lyreco acquires a broad range of its products from the world's leading manufacturers of office stationery, computer consumables and personal protective equipment that meet requirements in international standards.

Our vision is: **"Everything for your work and office - Lyreco"**

Our guiding principles are in line with company values:

- Dedication, Precision, Respect and Agility. Lyreco's values are the DNA of the entire company and all its employees, perfectly reflecting our focus, commitment and spirit.
- Customers are at the center of what we do
- We strive to be professional in everything we do
- We believe in trust, respect and ethical behavior
- We are continuously improving our quality management system and services by setting and reviewing objectives
- We endeavor through innovation and adapting to market changes to deliver first-rate service
- We comply with all applicable corporate requirements

It is the responsibility of senior management (SMT) to adhere to these principles.

The adequacy of the Quality Policy is reviewed annually and approved by the Chief Executive Officer.

Juraj Nemjo, Managing Director

7 January 2019

