

CODE OF BUSINESS CONDUCT

Quick Reference Contact Guide

If you would like any interpretive assistance regarding the Code of Business Conduct or its application to a particular situation, you should seek guidance before you act from one of the resources identified in the Code and for whom contact information is listed below. In addition, if you believe that your own conduct, or that of another, may have violated any Code of Business Conduct standards, you are encouraged to discuss the matter with one of the resources identified below.

To help you in directing your questions to an appropriate resource, the list below identifies the contact persons with principal responsibility for the particular subject matter. However, if you would feel more comfortable in doing so, you should feel free to direct your inquiry or concern to any of the resources shown below. In addition, any inquiry, comment, request or concern relating to the Code may be directed or reported, on an identified or anonymous basis, to the Company's Hotline at (877) 767-6021.

Business Courtesies, Conflicts of Interest or other General Questions

- ❖ your immediate supervisor, or an officer supervising your business unit or function
- ❖ the leaders of your Local Business Team, who function as Local Compliance Coordinators
- ❖ the leaders of your Regional Business Team, who function as Regional Compliance Coordinators:

Thomas N. Sixta, Vice President, Sales, East Region
(410) 850-4700 or tsixta@ussco.com

Mark R. Dangremond, Vice President, Operations, South Region
(770) 446-8300 or mdangremond@ussco.com

Lawrence A. Nimmo, Vice President, Sales, Midwest Region
(630) 690-1400 or lnimmo@ussco.com

Wayne E. Grider, Vice President, Sales, West Region
(720) 374-4000 or wgrider@ussco.com

Todd A. Shelton, President, Lagasse, Inc.
(847) 627-2762 or tshelton@lagasseinc.com

Kevin J. Bowman, Vice President, Sales, Azerty
(716) 662-0200 or kbowman@azerty.com

- ❖ the Company's Assistant General Counsel:

Diane S. Locandro, Assistant General Counsel
(847) 627-2465 or dlocandro@ussco.com

❖ the Company's Corporate Compliance Committee or its Chair:

**ATTN: Corporate Compliance Committee
United Stationers Inc.
One Parkway North Boulevard
Deerfield, IL 60015-2559**

**Eric A. Blanchard, Chair, Senior Vice President General Counsel & Secretary
(847) 627-2087 or eb Blanchard@ussco.com**

**Timothy P. Connolly, Senior Vice President, Operations
(847) 627-2666 or tconnolly@ussco.com**

**Cheryl M. Cromer, Assistant Corporate Secretary
(847) 627-2758 or ccromer@ussco.com**

**James K. Fahey, Senior Vice President, Merchandising
(847) 627-2230 or jfahey@ussco.com**

**Sandra Kruse, Vice President and General Auditor
(847) 627-2150 or skruse@ussco.com**

**Barbara J. Kennedy, Senior Vice President, Human Resources
(847) 627-2442 or bkennedy@ussco.com**

**Diane S. Locandro, Assistant General Counsel
(847) 627-2465 or dlocandro@ussco.com**

**Kenneth M. Nickel, Vice President, Controller and Chief Accounting Officer
(847) 627-2484 or knickel@ussco.com**

**Timothy O'Hara, Vice President, IT Enterprise Applications
(847) 627-2136 or tohara@ussco.com**

**Victoria J. Reich, Senior Vice President and Chief Financial Officer
(847) 627-2113 or vreich@ussco.com**

**Stephen A. Schultz, Group President, Lagasse and ORS Nasco
(847) 627-2557 or sschultz@ussco.com**

**Janet Zelenka, Vice President, Finance – United Stationers Supply
(847) 627-2023 or jzelenka@ussco.com**

Compliance with Laws, Protection of Company Assets, Fair Business Practices and Reporting Code Violations

❖ a member of the Company's Law Department:

**Eric A. Blanchard, Senior Vice President General Counsel & Secretary
(847) 627-2087 or eb Blanchard@ussco.com**

**Mark C. Standefer, Associate General Counsel
(847) 627-2504 or mstandefer@ussco.com**

Brendan J. McKeough, Assistant General Counsel
(847) 627-2111 or bmckeough@ussco.com

Diane S. Locandro, Assistant General Counsel
(847) 627-2465 or dlocandro@ussco.com

- ❖ the Company's Corporate Compliance Committee or its Chair:

ATTN: Corporate Compliance Committee
United Stationers Inc.
One Parkway North Boulevard
Deerfield, IL 60015-2559

Eric A. Blanchard, Senior Vice President General Counsel & Secretary
(847) 627-2087 or eblanchard@ussco.com

- ❖ the leaders of your Regional Business Team, who function as Regional Compliance Coordinators (see contact information on page 1).

Integrity of Company Books and Records and Company Disclosures

- ❖ the Company's Chief Financial Officer or Controller:

Victoria J. Reich, Senior Vice President and Chief Financial Officer
(847) 627-2113 or vreich@ussco.com

Kenneth M. Nickel, Vice President, Controller and Chief Accounting Officer
(847) 627-2484 or knickel@ussco.com

- ❖ the Company's Corporate Compliance Committee or its Chair::

ATTN: Corporate Compliance Committee
United Stationers Inc.
One Parkway North Boulevard
Deerfield, IL 60015-2559

Eric A. Blanchard, Senior Vice President General Counsel & Secretary
(847) 627-2087 or eblanchard@ussco.com

- ❖ the Company's General Counsel:

Eric A. Blanchard, Senior Vice President General Counsel & Secretary
(847) 627-2087 or eblanchard@ussco.com

- ❖ the Company's General Auditor:

Sandra Kruse, Vice President & General Auditor
(847) 627-2150 or skruse@ussco.com

- ❖ the Company's Audit Committee:

**ATTN: Audit Committee of the Board of Directors
United Stationers Inc.
One Parkway North Boulevard
Deerfield, IL 60015-2559**

Human Resources Matters

- ❖ the Company's head of Human Resources:

**Barbara J. Kennedy, Senior Vice President, Human Resources
(847) 627-2442 or bkennedy@ussco.com**

- ❖ your local or regional Human Resources representatives

FOR ANY MATTER RELATING TO THE CODE:

Please feel free to call the Company's Hotline at

(877) 767-6021

Associates in Hong Kong can reach the Hotline by:

The Company's Hotline service provider has established a new collect number (770-776-5693) to be used by associates working in Hong Kong. The Company's Hotline can be used to anonymously report any issues or concerns.

Instructions:

- To place a call, first obtain a local operator and tell the operator you wish to place a collect call to the United States.
- The operator will then need to have the number supplied (770-776-5693).
- If the operator asks for a name the caller should state they are "United Stationers".
- The operator should connect the caller to the service provider's network where the initial greeting states (in English) "Operator, this line accepts collect calls, please accept this as verbal authorization".
- The caller will then be able to speak to an Interview Specialist.

Associates in Mexico can reach the Hotline by:

- To place a call, dial the access code (01-800-288-2872) then wait for the prompt (or operator) to dial the number.
- Then dial the toll free number (877-767-6021) exactly as displayed (DO NOT DIAL a 1 at the beginning). If an operator comes on the line provide them the number to dial.
- This will connect the caller to The Network. The caller should hear a pre-recorded greeting, in their native language, indicating they have reached The Network. Unless the caller selects the English option when prompted on the prerecorded greeting, they will then hear music while the Interview Specialist is connecting the call with an interpreter. If the caller selects English, they will then be directed to an Interview Specialist.