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## Business procedures for environmental screening of suppliers and products

**Purpose:**

Based on its environmental policy, Danske Bank has listed a number of absolute and recommended environmental requirements in relation to its suppliers and purchase of products.

The purpose of the business procedures for environmental screening of suppliers and products is to ensure and document that these requirements are observed.

**Geographic delimitation:** The business procedure applies to purchases for the entire Group, but is implemented gradually.

From 2007 it applies for Danish activities

During 2008 it applies for activities in Norway, Sweden, Ireland and Northern Ireland.

**Requirements for suppliers' environmental conditions:**

In its general business conditions, the Danske Bank Group requires that all suppliers observe legislation in force, including environmental legislation. In addition, the Danske Bank Group places special demands on these suppliers. These demands have been described under the individual business procedures for environmental product requirements.

The Danske Bank Group's goal is that the Group's suppliers, in time, will become capable of meeting the following requirements:

1. The suppliers must have a written environmental policy and an environmental management system that, as a minimum, includes the following elements:
  - Follow-up on observance of environmental legislation in force
  - Mapping and ongoing monitoring of the company's most significant environmental impacts
  - Actions to improve the company's environmental impacts.
2. To the extent that Danske Bank's supplier has its products produced by sub-contractors, the supplier is responsible for checking that its sub-contractors meet Danske Bank's environmental requirements.

Regardless of deliverable, all suppliers must be informed of this goal when agreements are made.

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**Product requirements:**

For environmental requirements for products, reference is made to the specific business procedures for each product category.

At present, the following business procedures for environmental product requirements have been prepared:

- Construction Consultancy: carpets, ceilings and lighting
- Graphical Purchasing: paper and printed matter
- Hardware: IT equipment, printers, copy machines and fax
- Equipment
- Office supplies, including hygiene products, coffee, tea, etc.
- Merchandise

When these products are purchased, the supplier must sign a statement that the specific environmental product requirements have been observed. This signature must be stored by the persons responsible for the purchase as documentation that the environmental product requirements have been observed.

In case of doubt about which environmental requirements to make of a product, questions can be directed to the CSR Secretariat at [csr-mail@danskebank.com](mailto:csr-mail@danskebank.com) or information can be found on the following websites:

[www.miljoevejledninger.dk](http://www.miljoevejledninger.dk)

[www.ecolabel.dk](http://www.ecolabel.dk)

[www.miljoeogsundhed.dk](http://www.miljoeogsundhed.dk)

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**Environmental screening of suppliers**

All suppliers of selected products and services will be screened in relation to observing the above criteria and it is considered positive if they are able to meet the requirements.

Regarding the choice of supplier, it is also considered positive if the supplier has an environmental management system certified according to ISO 14001 or EMAS.

Suppliers and products/services in the following areas must be screened before products and services are bought:

- Construction Consultancy: carpets, ceilings and lighting
- Graphical Purchasing: paper and printed matter
- Hardware: IT equipment, telephones, printers, copy machines and fax
- Hardware: ATMs and coin-counter machines
- Equipment
- Office supplies, including hygiene products, coffee, tea, disposable items.
- Consumerables, including toner, ink cartridges, ribbons, packaging and cleaning agents
- Merchandise
- Travels: hotels

The environmental screening is divided into a screening of the supplier's environmental conditions and the products' environmental profile in relation to the absolute and recommended environmental requirements set for suppliers and products.

The environmental screening is made by the relevant purchasers.

The environmental screening is performed on the basis of either publicly available information or issuing of a questionnaire to the supplier. The general questionnaire for the environmental screening of suppliers can be seen in appendix 1. In addition to these questions, supplementary questions may be made for the individual product areas. If the screening is based on publicly available information, it must include the same general questions as stated in the questionnaire.

If a supplier does not have an environmental policy or a minimum environmental management system, the individual purchaser must identify whether it is possible to find a supplier that observes this environmental profile.

The questionnaire from the supplier and other material must be stored by the persons responsible for purchasing as documentation of the environmental screening.

From 1 January 2007, no new purchasing agreements must be concluded within the selected areas unless the supplier has been subjected to environmental screening.

The environmental screening of a supplier must be updated every year.