

31/01/08

Procedure for environmental requirements for products: Office supplies

For each product group, a number of absolute requirements and a number of recommended requirements have been set up.

The absolute requirements must be met when purchasing products, and the supplier must sign a declaration (as part of the contract, if required) to the effect that such requirements have been met. Some of the absolute requirements are statutory EU requirements; however, they are specified in the contract as they are typically problem areas.

The recommended requirements are recommendations that are weighted positively in the choice between competing products.

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

Product group: Office supplies - general

Absolute requirements

- Office supplies must not contain PVC or phthalates.
- Office supplies must not contain nickel.
- Paper clips and staples must not contain copper.

Recommended requirements

Products meeting the following requirements will be preferred:

- Office supplies that bear an official eco-label (e.g. the EU Flower or the Nordic Swan) or a private eco-label.

Product group: Office supplies - writing utensils

Absolute requirements

- The ink in felt tips and markers must be water-based.
- The ink in felt tips and markers must not contain aromatic or chlorinated compounds.

Recommended requirements

The following requirements may be set up:

- That writing utensils are made of plastic (not PVC) rather than metal.
- That writing utensils can be refilled.
- That writing utensils bear an official eco-label (e.g. the EU Flower or the Nordic Swan) or a private eco-label.

Product group: Office supplies - writing paper and pads for internal use

Absolute requirements

- The paper must not contain chlorine and must be TCF- or ECF paper.
- The paper must be recycled paper.

Recommended requirements

The following requirements may be set up:

- That paper bears an official eco-label (e.g. the EU Flower or the Nordic Swan) or a private eco-label.

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Product group: Office supplies – sanitary products

Absolute requirements

- Sanitary paper must not contain chlorine and must bear the ECF or the TCF label.
- Sanitary paper must be labelled with an official eco-label (e.g. the EU Flower or the Nordic Swan).
- Soap must be non-allergenic and not contain perfumes.

Product group: Office supplies – foodstuff

Absolute requirements

- Current legislation governing foodstuff must be observed, including legislation on additives, packaging and declaration of contents in foodstuffs.
- The place of production and the origin of foodstuff must be known and disclosed to Danske Bank.

Recommended requirements

Products meeting the following requirements will be preferred:

- Organic foodstuff.