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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.

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 labelled with an official eco-label (EU Ecolabel or Nordic Ecolabel).

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:

- On an annual basis, at least 50% of the constituent solid wood must come from areas that are certified according to a sustainable forestry standard.
- Be certified organic or from plantations making the transition to organic production.
- That writing utensils are made of plastic (not PVC) rather than metal.
- That writing utensils can be refilled.

That writing utensils is labelled with an official eco-label (Nordic Ecolabel).

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

Absolute requirements

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- Paper must be labelled with the official eco-label EU Ecolabel

Or

- Chlorine gas shall not be used as a bleaching agent. (This requirement does not apply to chlorine gas related to the production and use of chlorine dioxide).
- The fibre raw material in the paper may be recycled or virgin fibre.
 - Virgin fibres shall be covered by valid sustainable forest management and chain of custody certificates issued by an independent third party certification scheme such as FSC, PEFC or equivalent.

Recommended requirements

Products meeting the following requirements will be preferred:

- Paper labelled with the official eco-label the Nordic Ecolabel.

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.