

Environmental Requirements Office Supplies

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Environmental Requirements for Office Supplies

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

The absolute requirements are mandatory and are part of the contract terms and conditions. The supplier must be able to provide documentation to demonstrate compliance to these requirements upon request. These requirements apply to contracted suppliers as well as any sub-contractors. Danske Bank may conduct reviews on suppliers to ensure requirements are continuously met

Some of the absolute requirements are statutory EU requirements; however, they are specified in this requirement as they are areas where issues with compliance are often identified. Note that certifications (EU Ecolabel, Nordic Swan Ecolabel) are continuously updated and made more ambitious, therefore it is important to ensure the products are continuously aligned with the latest version of the certificate standards

Meeting the recommended requirements shall have a positive weighting when comparing competing products

Product group – Writing utensils

This category includes for example marker pens, ballpoint pens, whiteboard pens and pencils

Absolute requirements

- The supplier must be able to provide a content declaration for all products. The declaration of contents must at least list substances hazardous to the environment and health if they exceed 0.1 percent of the product
- Chemicals on the appendix XVII in REACH are prohibited
- The final chemical compound used in the product must be classified in accordance with the current legislation (CLP Regulation 1272/2008 or the EU's Dangerous Preparations Directive 1999/45/EEC 2008, or later)
- The writing utensils must be recyclable

Recommended requirements

Products that meet the following requirements will be preferred

- Writing utensils labelled with an official eco-label (Nordic Ecolabel)
- New raw material used must be certified by Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC)
- That writing utensils are made of plastic (not PVC) or wood rather than metal
- That writing utensils can be refilled
- The writing utensils writing length must be documented and displayed
- The writing utensils with longer durability should be prioritized

Product group – Paper, calendars and notepads

Absolute requirements

- Paper must be labelled with the official EU Eco-label or the Nordic Eco-label or similar certification
- Only completely chlorine-free bleaching methods are permitted
- A description of recycling processes must be provided

Recommended requirements

Products meeting the following requirements will be preferred

- Paper and cardboard packaging, labels made of paper and other materials made of paper or cardboard must be manufactured using >70% wood fibers from recycled raw materials
- New raw material used must be certified by Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC)
- Paper labeled with the environmental Product Declaration paper profile
- Follow the description of the recycling processes

Please note that requirements for envelopes will be found in the environmental requirement for Graphic products, paper and printed matter

Product group – Foodstuff

This category includes for example candy, coffee, tea and other food purchased for Danske Bank office canteens and social offices spaces

Absolute requirements

- The food must be organic and certified with the EU-Organic Label or similar certification
- 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

- Packaging containing recycled or renewable material
- Disposables for food that are labelled with the official EU Eco-label or the Nordic Eco-label
- Products with Fair Trade certification

Product group – Other

This category includes for example batteries, iPads, calculators and other electronic accessories, binders, plastic pockets, adhesive tape and glue

Absolute requirements

- Office supplies containing hazardous materials, must comply with Regulation (EC) No 1907/2006 - Registration, Evaluation, Authorization and Restriction of Chemicals (REACH)
- Office supplies containing electronic material must comply with Restricted Substances Directive (RoHS 2), 2011/65/EU
- The supplier must be able to provide a content declaration for all products. The declaration of contents must at least list substances hazardous to the environment and health if they exceed 0.1 percent of the product
- Long-life batteries must be rechargeable
- Glue should not contain alkylphenolates or other alkylphenol derivate, phthalates, halogenated volatile organic compounds or ethylene glycols

Recommended requirements

- Plastic pockets, tape, glue and other office supplies should be labelled with an official eco-label (Nordic Ecolabel or similar certification)
- Products such as calculators should be made of recycled plastic or a fossil-free alternative to plastic
- Calculators with longer durability should be prioritized and powered by solar cells as preferred

Please note that requirements for clothing will be found in the environmental requirement for merchandise.