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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. Metal elements that are not in contact with the skin and that weigh less than 5 grams are excepted.
- 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. Overhead, whiteboard, felt-tip and marking pens where the ink is made with ethanol, isopropyl alcohol or 1-propanol with up to 10% w/w of the final chemical compound are excepted.

#### **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).

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

**Absolute requirements**

- 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.