

LYRECO SUSTAINABLE SELECTION – PRODUCT ASSESSMENT

STEP 2



MANDATORY

—
Supplier assessed (supplier assessment)

AND packaging is recyclable
(min 80% of its weight)

AND product is recyclable
(min 80% of its weight) or Reusable.



At least one
of these
3 requirements



PLANET

—
Products
focusing on
environmental
contribution



PEOPLE AT WORK

—
Products contributing
to the well-being and
safety of people at
work



COMMUNITY

—
Products contributing
to improving societal
impact on local
communities

STEP 3

RECYCLABLE PACKAGING



Definition :

Material that can be suitable for collection and re-introduction as raw material for manufacturing of the same or a similar product.

PREFERRED MATERIALS

- Cardboard
- Paper
- Wood
- Metal
- Glass
- Plastic easy to recycle: PET, HDPE
- Bio-based plastic

RECYCLABLE/REUSABLE PRODUCT



Definition :

Material that can be suitable for collection and re-introduction as raw material for manufacturing of the same or a similar product.

RECYCLABLE

Are made from:

- Cardboard
- Paper
- Wood
- Metal
- Plastic easy to recycle : PET, HDPE
- Bio-based plastic

REUSABLE

Can be refurbished:

- Furniture
- Phone, Computer - IT devices
- Appliances
- Cartridges
- Hygiene devices : air purifier, vacuum cleaner...



SUPPLIER assessed (supplier assessment)

RECYCLABLE PACKAGING (min 80% of weight)

RECYCLABLE OR REUSABLE PRODUCT (min 80% of weight)



Environmental certifications
(FSC, EU Ecolabels, PEFC, Organic...)

AND/OR

Refurbished

AND/OR

Made with recycled materials

AND/OR

Self Claims
(Minimum 2 met):

- Repairable
- Reduced resources to use
- Refillable
- Extended Life
- Returnable
- Compostable or Degradable



" Planet " certifications

Product certified with any one of these third-party certifications:





Recycled material ratio per product category

Products contain recycled material based on min. weight ratio below:

Category	Example of product category	Weight ratio
CATERING	Napkin, Tablecloth, Cup, Plate, Bowl, Cutlery etc	100%
	Freezer, Oven, Dishwasher, Microwave, Fridge etc	25%
HYGIENE	Tissues, Janitory paper etc	100%
	Waste bin, Garbage bag, Dispenser, Spong, Broom etc	60%
PPE	Workwear, Footwear etc	20%
	Protection: Hearing, Head & face, Eye, Hand and Fall etc	20%
	First Aid, Respiratory protection etc	20%
		20%
IT ENVIRONMENT	Phone, Tablet, Computer, Projector etc	25%
	Monitor, Keyboard, Mouse, Cable, Printer, Earphone, Accessories etc	25%
MACHINE CONSUMABLES	Ink cartridge, Toner etc	75%
BUSINESS MACHINE	Projections screen, Battery, Calculator, Shredder	25%
LABEL, SIGNAGE & IDENTIFICATION	Electronic & mechanical labelling etc	25%
	Computer label, Office label etc	100%
	Signage, Identification, Badge etc	100%
PAPER	A4, A5, Coloured paper etc	100%
BOOKS & PADS	Notebook, Writing pad etc	100%
	Agendas & dates products	100%
	Repositionable notes	100%

Category	Example of product category	Weight ratio
WRITING	Pen, Marker, Highlighter, Pencil etc	75%
OFFICE STATIONNARY	Glue, Adhesive, Office tape etc	50%
	Staplers, Hole punch, Stamp, Pin etc	50%
RECEPTION, OFFICE & PERSONNAL PRODUCTS	Cutlery : Scissor, cutter, guillotine etc	50%
	Case, Backpack, Luggage etc	50%
	Reception, Security etc	50%
	Office/desk accessories	50%
FURNITURES & Meeting rooms	Seating, chair etc	60%
	Desk, Table, Cupboard, Bookcase, Shelving, Locker, Storage etc	60%
	Lamp, bulb etc	60%
	Accessories (chairmats, ladders, handtrucks...)	60%
DOCUMENT PRESENTATION	Writing board, Easel, Display board etc	60%
FILING	Document folder, sheet protector, laminating pouch etc	50%
	Lever arch file, Manila file etc	60%
PACKAGING & INDUSTRIAL PACKAGING	Stretch film etc	80%
	Protective paper, Air Bubble, Air foam, String, Loose fill, Bag, Seal etc	75%
	Envelope, Shipping box etc	100%
	Protective envelope, packaging tape etc	75%



Self-claims requirement

Products meet at least 2 of these criteria self-declared by the supplier based on ISO 14021 standard:

Criteria	Definition
Repairable	A product could be easily disassembled and could be repairable. The spare parts need to be available and the time of availability of the spare parts needs to be communicated to the customers. Or customers could repair the product itself; the name of the type/material could be described on the instructions.
Refillable	A claim that a product is refillable shall be made only where products exist that allow the purchaser to refill the product. No product or packaging shall be claimed to be refillable unless the product or packaging can be reused or refilled for its original purpose. A claim that a product or packaging is refillable shall be made only where: - A program exists for collecting the used product or packaging and reusing or refilling it, or - Facilities or products exist that allow the purchaser to reuse or refill the product or package.
Returnable	The product could be returned to the supplier (with or without Lyreco logistics) to reuse or recycle the product and give it a second life.
Reduced resources to use (energy, water, materials)	Using / Produce the product can reduce the consumption of resources: water, energy, or materials. Such a claim is a comparative claim. Therefore, it has to be presented in such a manner that the basis for comparison is sufficiently clear, to avoid any misinterpretation.
Extended life product	A product is made to be used longer; the warranty is longer than the time legal warranty; the product has an index of durability.
Compostable (Home compost), Degradable	Only home compost is accepted; can follow EN 14995 and EN 13432 standards or be labeled “OK compost HOME”. Industrial composting is not accepted in self claim.

PEOPLE AT WORK

by Lyreco



SUPPLIER assessed (supplier assessment)

RECYCLABLE PACKAGING (Min 80% of weight)

RECYCLABLE OR REUSABLE PRODUCT (Min 80% of weight)



People certifications
(EPEAT, Ergocert, Oeko Text,
Bluesign...)

AND/OR

For ergonomic products:
(meet all 5 criteria):

- Clarity of instructions
- Adjustment to the user
- Ease of adjustment
- Stimulation of movement
- Prevents disorders and pain related to use



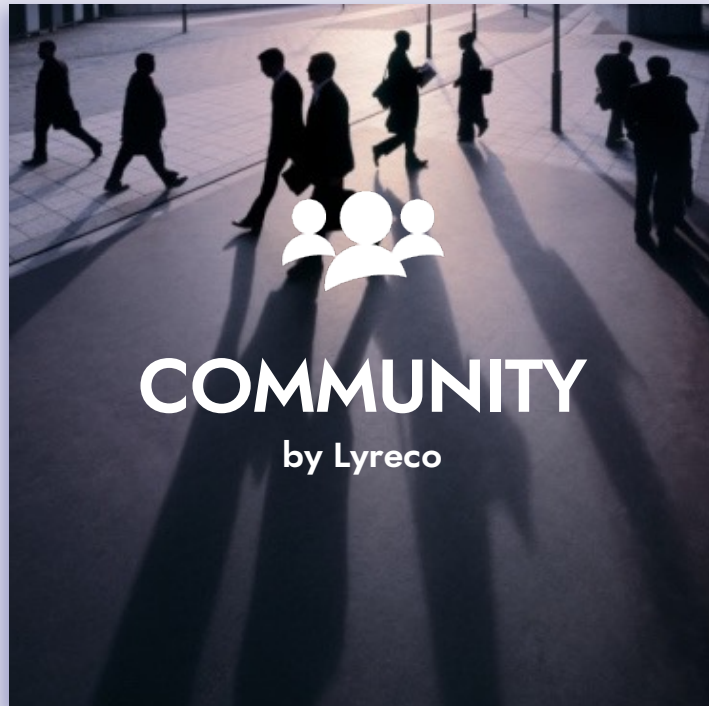
"People at Work" certifications

Product certified with any one of these third-party certifications:



COMMUNITY

by Lyreco



SUPPLIER assessed (supplier assessment)

RECYCLABLE PACKAGING (Min 80% of weight)

RECYCLABLE OR REUSABLE PRODUCT (Min 80% of weight)



Community certifications
(Rainforest Alliance, Fairtrade,
Fairwear...)

AND/OR

Made in local country

AND/OR

Made by Social Enterprise*

* Trading business — selling goods and services — whose main objective is to achieve social and/or environmental benefit.





"Community" certifications

Product certified with any one of these third-party certifications:



MADE in LOCAL COUNTRY



Explanation:

To support the local country's economy and promote locally produced or manufactured products in each country in which Lyreco operates.

Example:

A product produced in France will be featured as part of the "Community" selection on Lyreco's webshop in France. However, the same product will be not featured as part of the "Community" selection on Lyreco's webshop in Germany.

MADE by SOCIAL ENTERPRISE



Explanation:

A Social Enterprise (SE) is a trading business – selling goods and services – whose main objective is to achieve social and/or environmental benefit.

Example:

The business provides job opportunities for marginalized groups and minority backgrounds. The business allocates a majority of the profit to charity or projects that make a positive contribution to communities or the environment.