



Pack2Go Europe Essential Performance Requirements

As a condition of membership of Pack2Go Europe, member companies must deliver the Pack2Go Europe Quality Guarantee, notably meeting the Essential Performance Requirements set down hereunder, respecting the associated time deadlines. Failure to meet these requirements may result in suspension of membership and, if not remedied within a time frame to be determined by the Board, will result in exclusion from the Association.

Existing members of Pack2Go Europe (as of 1 January 2018) will be required to have completed the first-year obligations by 31 December 2018 and the second-year obligations by 31 December 2019.

New members joining the Association will be required to meet the first-year obligations in the first 12 months of membership and the second-year obligations after 24 months of membership.

Essential Performance Requirements

The *Pack2Go Europe Essential Performance Requirements* are detailed below. The obligations detailed for years 1 and 2 must be met in full for each activity category in order for a member company to be in compliance and, therefore, be eligible to enter into a license agreement with the Association to use the Pack2Go Europe “Quality Guarantee” label.

1. Activity Category: ENVIRONMENT

1.1. YEAR ONE

1.1.1. Members must have a company environmental policy endorsed by the appropriate senior management committee covering:

- a.** Energy and Green House Gas emissions (Management and Consumption)
- b.** Water (Management and Consumption)
- c.** Materials, Chemicals and Waste (management of hazardous materials)
- d.** Product end of life (e.g. recyclability of products)
- e.** Eco-design

1.1.2. The above policy document must be reviewed and approved by the appropriate senior management committee. This must be done at least every 8 years or in the event that one of the statements made in the policy document is overdue.

1.1.3. The document must be shared with the relevant management team within the company at plant level for implementation

1.1.4. The signed environment policy must be uploaded on the Pack2Go Europe Reporting Platform provided by EcoVadis

1.2. YEAR TWO

1.2.1. For the policy covered in phase 1, Member Companies must take the following actions and document them:

Resource Consumption

- a. Monitor water consumption
- b. Monitor energy consumption
- c. Monitor raw materials consumption
- d. Set procedures objectives and targets to improve water/energy/raw materials consumption

Waste Management

- e. Monitor Company Waste streams
- f. Set procedures objectives and targets for identifying, monitoring and controlling waste

Eco-design

- g. Conduct exercise to identify environmental aspects of the company activities, products and or services

Product end of life

- h. Demonstrate participation in initiatives to promote better collection and recycling of used products

1.3. SUBSEQUENT YEARS

1.3.1. Member companies are encouraged to take the following further steps:

- Meet the requirements to obtain and keep the Certification ISO14001 or the approved equivalent
- Be audited by a recognised 3rd party certification body, ideally every 2 years.
- Take additional, more stringent actions with regards to environmental practices and document it, to gain a higher EcoVadis scorecard.

2. Activity Category: SOCIAL

2.1. YEAR ONE

2.1.1. Members must have a company labour practices policy endorsed by the appropriate senior management committee covering:

- a. Employee health and safety (also covering subcontractors working on the premises of the member company)
- b. Working conditions
- c. Labour relations
- d. Career Management
- e. Discrimination and Harassment
- f. Child and forced labour

2.1.2. The above policy document must be reviewed and approved by the appropriate senior management committee. This must be done at least every 8 years or in the event that one of the statements made in the policy document is overdue.

2.1.3. The document must be shared with the relevant management team within the company at plant level for implementation

2.1.4. The signed labour practices policy must be uploaded on the Pack2Go Europe Reporting Platform provided by EcoVadis

2.2. YEAR TWO

2.2.1. Develop a set of actions and procedures with the objective to fully implement an effective management system to manage social performance according to the SEDEX/SMETA certification requirements (or equivalent)

2.2.2. Develop a set of actions and procedures with the objective to fully implement an effective occupational health and safety management system according to the SEDEX/SMETA certification requirements (or equivalent)

2.3. SUBSEQUENT YEARS

2.3.1. Member companies are encouraged to take the following further steps:

- Meet the requirements to obtain and keep the Certification SEDEX/SMETA or equivalent (equivalents need to be approved by Pack2Go Europe Board)
- Be audited by a recognised 3rd party certification body, ideally every 5 years.
- Take additional, more stringent actions with regards to social practices and document it, to gain a higher EcoVadis scorecard.

3. Activity Category: **ETHICS**

3.1. YEAR ONE

3.1.1. Members must have a company Ethical policy endorsed by the appropriate senior management committee covering:

- a. Anti-corruption and Bribery
- b. Conflict of interest
- c. Fraud
- d. Anti-competitive practices
- e. Responsible marketing

3.1.2. The above policy document must be reviewed and approved by the appropriate senior management committee. This must be done at least every 8 years or in the event that one of the statements made in the policy document is overdue.

3.1.3. The document must be shared with the relevant management team within the company at plant level for implementation

3.1.4. The signed ethical policy must be uploaded on the Pack2Go Europe Reporting Platform provided by EcoVadis

3.2. YEAR TWO

3.2.1. For the policy covered above, Member Companies must take the following actions and document it:

- a. Public commitment to prevent corruption, bribery and fraud in the company
- b. Set specific procedure to prevent anti-competitive practices and make it publicly available
- c. Reporting on the measures taken by the company on responsible marketing

3.3. SUBSEQUENT YEARS

3.3.1. Member companies are encouraged to take the following further steps:

- Meet the requirements to obtain and keep an anti-corruption certification scheme
- Meet the requirements to obtain and keep an information security certification scheme
- Be audited by a recognised 3rd party certification body, ideally every 2 years.

4. Activity Category: SUPPLY CHAIN

4.1. YEAR ONE

4.1.1. Members must have a company policy to enable sustainable procurement within their supply chain. It must be endorsed by the appropriate senior management committee and cover:

- a. Supplier and product qualification process
- b. Suppliers/subcontractors and environmental issues/practices
- c. Suppliers/subcontractors and labour issues/practices
- d. Suppliers/subcontractors and ethical business practices

4.1.2. The above policy document must be reviewed and approved by the appropriate senior management committee. This must be done at least every 8 years or in the event that one of the statements made in the policy document is overdue.

4.1.3. The document must be shared with the relevant management team within the company at plant level for implementation

4.1.4. The signed “supply chain” policy must be uploaded on the Pack2Go Europe Reporting Platform provided by EcoVadis

4.1.5. Members must develop a “supplier CSR code of conduct”

4.1.6. Members must develop a systematic integration of specific social or environmental contract clause

4.2. YEAR TWO

4.2.1. Members must develop a company-specific training for their buyers on social and environmental issues within the supply chain

4.2.2. Members must develop an assessment of suppliers on environmental and social issues

4.2.3. Members must perform a formal assessment of its suppliers with regards to the REACH Regulation where applicable

4.3. SUBSEQUENT YEARS

4.3.1. Member companies are encouraged to take the following further steps:

- Perform an audit (2nd or 3rd party audit) on all the activity categories precited, ideally reviewed every 2 years.

5. Activity Category: END USER HEALTH & SAFETY (including TRACEABILITY)

5.1. YEAR ONE

- 5.1.1.** Members must have a company “Customer Health and safety” policy endorsed by the appropriate senior management committee covering:
- a. Compliance with EU/national regulation on Food Contact Material
 - b. Process and Facility operation
 - c. Traceability capability
- 5.1.2.** The above policy document must be reviewed and approved by the appropriate senior management committee This must be done at least every 8 years or in the event that one of the statements made in the policy document is overdue.
- 5.1.3.** The document must be shared with the relevant management team within the company at plant level for implementation
- 5.1.4.** The signed “End-user Health and Safety” policy must be uploaded on the Pack2Go Europe Reporting Platform provided by EcoVadis

5.2. YEAR TWO

- 5.2.1.** Members must develop a set of actions and procedures based on the seven quality management principles as laid out in ISO9000 (or equivalent approved by Pack2Go Europe Board)
- 5.2.2.** Members must develop a set of actions and procedures based on the BRC/IOP certification (or equivalent approved by Pack2Go Europe Board)
- 5.2.3.** Pack2Go Europe members must be able to
- a. Trace back to point of manufacture
 - b. Trace back to production time
 - c. Trace back to batch of raw material
 - d. Trace by item, box lot or production orders, as most appropriate according to the product and context

5.3. SUBSEQUENT YEARS

- 5.3.1.** Member companies are encouraged to take the following further steps:
- Meet the requirements to obtain and keep the ISO 9000 Certification and/or the BRC/IOP Certification (or equivalents approved by the Pack2Go Europe Board)
 - Perform an audit by a recognised 3rd party certification body, ideally reviewed every 2 years.