



WWP – World-Wide Procedure
Global Specification for the Environment (GSE)
Packaging

WWP-751708-0000.004

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Definitions & Acronyms

Term	Definition
Bark	Bark is the external natural layer covering trees and branches
IID	Important Information Document - the document that is included in every Logitech product box to communicate required regulatory information
ISO	International Standards Organisation
Packaging	Material that is used to protect or contain a product during transportation, storage, marketing or use. Packaging also includes any item that is physically attached to, or included with, a product or it's contents for the purpose of marketing the product or communicating information about the product.
Recyclability	A measure of the extent to which a material is Recyclable
Recyclable	A material can be said to be recyclable if it can be diverted from the waste stream through available processes and programmes and can be collected, processed and returned to use in the form of raw materials or products. For a material to be considered recyclable, there should be reasonable assurance that: a) The collection, sorting and delivery systems to transfer the materials from the source to the recycling facility are conveniently available to a reasonable proportion of the purchasers, potential purchasers and users of the product. b) The recycling facilities are available to accommodate the collected materials. c) The product for which the claim is made is being collected and recycled.
SKU	Stock Keeping Unit
Recycled Content (%)	Percentage (by mass) of recycled material in a product or packaging. Only Pre-Consumer Recycled Material and Post-Consumer Recycled Material shall be considered as recycled content
Pre-Consumer Recycled Material	Material diverted from the waste stream during a manufacturing process. Excluded is reutilization of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it.
Post-Consumer Recycled Material	Generated by households or by commercial, industrial and institutional facilities in their role as end-users of the product which can no longer be used for its intended purpose. This includes returns of material from the distribution chain
Timber packaging/ dunnage	Includes: crates, cases, pallets, skids, and any other timber used as a shipping aid

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1. Purpose

The purpose of this standard is to establish and communicate Logitech's environmental requirements for packaging, including requirements to reduce and/or eliminate the use of non-recyclable materials and facilitate end-of-life recycling of packaging materials.

2. Scope

The requirements specified in this standard apply to Logitech Packaging i.e. any packaging used in/for Logitech products for the market or used to transport Logitech product to market, where Logitech, as a company can influence the packaging design or materials. This would include any packaging, which is spec'd, designed or procured by Logitech.

"Packaging" is defined as "Material that is used to protect or contain a product during transportation, storage, marketing or use. Packaging also includes any item that is physically attached to, or included with, a product or it's contain for the purpose of marketing the product or communicating information about the product". (ISO 14021). As such, "packaging" includes the IID, in-store POS/Marketing displays and pallets/shipping materials, where we, as a company, can influence the design/procurement of these materials.

3. Document Control

This specification is subject to review and potential update a minimum of once annually and where necessary to ensure continued alignment with relevant legal requirements and international good practice.

4. Roles, Responsibilities & Authorities

Roles, responsibilities and authorities associated with this standard are defined in the following table.

Function	Responsibilities
Logitech Sustainability	<ul style="list-style-type: none"> Review, update and maintain this standard to ensure Logitech requirements continue to align with legal requirements and established good practice Communicate this standard to relevant functions within Logitech Implement training and awareness-raising activities, where appropriate Check compliance
Logitech Packaging Engineering	<ul style="list-style-type: none"> Design and engineer product packaging in compliance with the requirements set out in this standard.
Logitech Product Compliance	<ul style="list-style-type: none"> Notify the Sustainability Team of any queries relating to this standard. Maintain the Master IID templates
Logitech Global	<ul style="list-style-type: none"> Facilitate engagement with suppliers of pallets, shipping packaging, in-store POS, marketing displays etc. to communicate

Sourcing Management (GSM) & Regional Procurement & Distribution Team	and verify compliance with this standard. <ul style="list-style-type: none"> • Ensure procurement decisions are made in consideration of the requirements set out in this standard.
All Suppliers	<ul style="list-style-type: none"> • Source and supply packaging in compliance with Logitech specifications, including this standard.

5. Legal Requirements

As a minimum requirement, packaging must comply with all relevant legal requirements.

For **Prohibitions & Restrictions**, Logitech adopts one global standard, reflecting international best practice worldwide. Regional variations in approach and requirements are avoided because the purpose of any Prohibitions and Restrictions is to safeguard the safety, health and welfare of all our customers across the world, facilitates worldwide distribution of SKUs and flexibility in that regard, and minimise potentially adverse impacts on the planet.

For **Labelling & Information Requirements**, regional variations in approach occasionally arise and are permitted in certain circumstances. Different countries across the world often have slightly different and prescriptive legal requirements, which we need to respond to, in order to secure continued market access.

If any discrepancy between legal requirements, and the requirements set out in this specification are identified, the more stringent requirements shall apply and the discrepancy should be reported to the Sustainability Team (sustainability@logitech.com).

6. Prohibitions & Restrictions

Use of the following materials is prohibited in Logitech packaging.

Materials/Substance	Prohibition/Restriction
Polyvinyl Chloride (PVC)	Prohibited ¹
Loose-fill Expandable Polystyrene (commonly known as "Styrofoam packaging peanuts")	Prohibited (as of 1 July 2015)
Hazardous Substances	As defined in Logitech WWP-751707-0000 "GSE: Product Substances & Material Requirements"

¹ This restriction does not apply to protective tape covers with a surface area equal to or less than 15 square centimeters (2.35 square inches) and or weighing less than 1 g (0.035 oz).

7. Recycled Content

Logitech does not currently have any specific requirement for recycled content in packaging. More specific requirements are under development at this time.

8. Recyclability of Materials

Packaging should be manufactured from materials that can be reused or recycled. More specific requirements are under development at this time.

9. Special Requirements for Timber Packaging & Dunnage

Many countries have put quarantine regulations in place to protect native forests from phytosanitary risks and the introduction of pest species, which may be carried in/on timber packaging and dunnage. The International Plant Protection Convention (IPPC) (a part of the United Nations) has established ISPM 15 (International Standards for Phytosanitary Measures: Guidelines for Regulating Wood Packaging Material in International Trade) as part of efforts to harmonize global standards. ISPM 15 applies only to solid wood. Timber products are exempt. Solid wood, which is thinner than 6 mm is also exempt. The requirements of ISPM15, as adopted by Logitech for that prescribed scope of materials, can be summarised as follows:

- Untreated pallets can only be used within the timber's country of origin, or where the shipping entity has confirmed the country of destination will accept untreated timber packaging.
- In all other circumstances, pallets shall be treated prior to export using approved methods. Approved methods include Heat Treatment (HT) to a core temperature of 56°C for at least 30 minutes e.g. by kiln drying (KD). Chemical pressure impregnation (CPI) is approved only if the required HT specifications are achieved, which is not generally the case.
- Methyl bromide shall not be used to sterilize wood packaging as Methyl Bromide is a recognised Ozone Depleting Substance.
- Treated timber must be marked with a permanent and legible IPPC Marking (see Appendix A) on two opposite sides of the packaging. The use of the IPPC Marking is encouraged by Logitech as the Brazilian Import Authority reserves the right to quarantine and inspect timber packaging and dunnage, which is not identified by the IPPC mark. Where the IPPC Symbol is not provided, the importer must produce a Phytosanitary Certificate, including a ISPM15 Compliance Declaration to confirm:
 - the wood packaging was subjected to appropriate phytosanitary treatment; and
 - all timber packaging/dunnage used in this consignment free from bark

Logitech reserves the right to request additional information and assurance from suppliers at any time - to check and verify the use of organic packaging materials and avoid any phytosanitary risks, which could delay supply chain operations or adversely affect the environment.

10. Environmental Labelling & Information

Labelling requirements relevant to environmental management, recycling and control of hazardous materials in packaging are defined in WWP-85657269: Logitech Environmental Labelling Requirements. For any queries in relation to this document, please email sustainability@logitech.com

Packaging labelling requirements relevant to product safety are not addressed in WWP-85657269 e.g. child safety labelling of polybags. For further information on this aspect of product compliance, please contact the Logitech Product Compliance Team.

11. Packaging Data

Suppliers shall provide packaging weight data and product samples where requested by Logitech, to verify compliance obligations. Measurement protocols and reporting templates shall be provided by Logitech, where relevant.

12. References & Associated Documents

The following documents are referenced in this standard.

Doc ID	Document Title
WWP-751707	GSE: Product Substances and Materials Requirements
WWP-85657269	Logitech Environmental Labelling Requirements

13. Revision History

Rev	Author	Summary of Changes	Reviewer	Approved	Approval Date
001	Geraldine Shallow	<ul style="list-style-type: none"> Initial Release 	-	Geraldine Shallow	July 2012
002	Caroline O'Driscoll Caroline Kennedy	<ul style="list-style-type: none"> Updated company logo Organised format to align with template advocated by ISO for corporate standards Clarified roles, responsibilities and requirements. No significant changes. Removed references to GB 18455-2010 as this standard has now been withdrawn Removed references to Logitech's involvement in the OEM business Incorporated relevant requirements from GOP-751101 to consolidate our requirements in one document 	Peggy Wang Emer Clarke	Robert O'Mahony	August 2017
003	Caroline Kennedy	<ul style="list-style-type: none"> Introduced reference to WWP-85657269 (Labelling Requirements) 	-	Caroline Kennedy	Nov 2020
004	Caroline Kennedy	<ul style="list-style-type: none"> Removed sections on hazardous substances as these are now included in GSE 751707 	-	Caroline Kennedy	Nov 2020