PRODUCT PACKAGING GUIDANCE

Version 2.0 May 2021

Dixons Carphone

INTRODUCTION

Supplier Guidance

This document provides *You*, as a supplier of Dixons Carphone/Dixons Sourcing/DSG Retail instruction on which materials *You* should use for *Our* product packaging. We have considered the environmental impact of each material and the ease of disposal by *Our Customers*.

The document uses colour coding; **Red** indicates materials to avoid, **Amber**/**Yellow** can be accepted if absolutely necessary, and **Green** indicates preferred materials. We ask that *You* move towards supplying only packaging using the **Green** materials, as these are **Easily Recyclable** and/or **Home Compostable**, sustainably sourced and/or contain **Recycled Content**. These lists will be reviewed regularly, and we will notify *You* of any changes.

It is important to understand the difference between:

Recyclable, **Easily Recyclable** and **Recycled Content**

- **Recyclable** means the material must be able to be collected, sorted, reprocessed and manufactured into a new product.
- **Easily recyclable** means the material can be collected and processed as part of the majority of Our UK Customers' kerbside waste collection.
- **Recycled Content** means that the item includes recycled material – please see pages 6 and 7 for further information.

Compostable and **Home Compostable**

- **Compostable** means the material can be broken down into water, carbon dioxide and other materials within a defined period of time. This is normally through industrial processes and requires these materials to be identified and segregated from normal plastics. They are **Red** and should be avoided.
- **Home Compostable** (see page 7) this means the material can fully decompose in soil so Our Customers can compost at home or dispose in household food waste collections. Only materials certified as Home Compostable can be accepted as **Green**.

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PRODUCT PACKAGING MATRIX

Preferred Materials

Aluminium

Cardboard/Fibres, Paper, Pulp, Tissue Paper
sustainably sourced/with recycled content and no lamination/film – UV/matt varnish permitted

Home Compostable Plastic – bag/film only
with EN13432 certification and Home compostable certification e.g. OK Compost Home

Low Density Polyethylene (LDPE)/ High Density Polyethylene (HDPE) /PE Film (excluding foam)
with ≥ 30% recycled content

Recycled Polyethylene terephthalate (rPET)
with ≥ 30% recycled content (clear rPET preferred)

Steel

Wood
sustainably sourced

Materials to use only if cannot be avoided

If you cannot package the product using materials on green list, we prefer you to select the materials below:

Cardboard/Fibres, Paper, Pulp, Tissue Paper
legally harvested source, no lamination

Wood legally harvested source

Where it is not possible to use materials above, those listed below can be used but please consider alternatives:

Cardboard/Fibres, Paper, Pulp, Tissue Paper
legally harvested source, with lamination

Expanded Polystyrene (EPS/Polyfoam)
White only

Low Density Polyethylene (LDPE)/ High Density Polyethylene (HDPE)/PE film
(excluding foam) with <30% recycled content

Polyethylene terephthalate (PET/aPET)
with <30% recycled content

Polyolefin (POF)

Polypropylene (PP)/Correx (excluding foam)

Oriented Polypropylene (OPP)

Silica Gel

Materials to avoid/seek alternatives if already used

Black plastic (any type)

Cardboard/Fibres, Paper, Pulp, Tissue Paper
not traceable – with/without lamination

Biodegradable (e.g. PLA)/Degradable/ Compostable Plastics (excluding Home)

Ethylene Vinyl Acetate (EVA)/Poly ethylene-vinyl acetate (PEVA)

Expanded Polyethylene (EPE)

Expanded Polypropylene (EPP)

Expanded Polystyrene (EPS) Polyfoam
any colour other than white

Extruded Polystyrene (XPS)(Styrofoam)

Nylon Polyamide (PA)

Polycarbonate (PC)

Polyester fabric (PCDT)

Polyethylene Foam/Closed-cell Foam

Polymethyl methacrylate/Acrylic (PMMA)

Polyvinyl chloride (PVC)

Oxo biodegradable materials

Rubber (synthetic)

Velcro (inc. Nylon & Polyester)

Wood (not traceable)

For any materials not listed, please discuss with your Dixons Sourcing Product Manager.

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PRODUCT PACKAGING GUIDANCE:

The following materials are Preferred

Materials	Examples of Use
Aluminium/Steel	Nails, Staples
Cardboard/Fibres, Paper, Pulp, Tissue Paper sustainably sourced and/or with recycled content; no lamination/film - UV/matt varnish permitted	Export cartons; Inner boxes; Carton dividers; Gift boxes/ Product boxes; Scratch protection for gift boxes; Packing for inside products; Moulded inside box protection
Home Compostable Plastics EN13432 compliant and Home Compostable certification - bag/film only	Bags used to cover product or accessories to provide scratch/dust protection
Low Density Polyethylene (LDPE)/ High Density Polyethylene (HDPE)/PE Film (excluding foam) with ≥ 30% recycled content	Bags used to cover product or accessories to provide scratch/dust protection
Recycled Polyethylene Terephthalate (rPET) with ≥ 30% recycled content (clear preferred)	Giftbox clamshell/blister; Inner trays; Inserts
Wood sustainably sourced	Wooden Block for MDA/White Goods

Examples provided should not be seen as exclusive. If you are unable to use any of the materials in the table, see next page.

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PRODUCT PACKAGING GUIDANCE:

If you cannot package the product using materials on the Preferred list, you should select from the materials below:

Materials	Examples of Use
Cardboard/Fibres, Paper, Pulp, Tissue Paper legally harvested source, with no lamination	Export cartons; Inner boxes; Carton dividers; Gift boxes/ Product boxes; Scratch protection for gift boxes; Packing for inside products; Moulded inside box protection
Wood legally harvested source	Wooden block for MDA/White goods

Where it is not possible to use materials above, the materials below may be used if there is no viable alternative:

Materials	Examples of Use
Cardboard/Fibres, Paper, Pulp, Tissue Paper legally harvested source, with lamination	Export cartons; Inner boxes; Carton dividers; Gift boxes/ Product boxes; Scratch protection for gift boxes; Packing for inside products; Moulded inside box protection
Expanded Polystyrene (EPS)(Polyfoam) White only	Foam cover; Panels for product protection
Low Density Polyethylene (LDPE)/ High Density Polyethylene (HDPE)/PE film (excluding foam) with <30% recycled content	Bags used to cover product or accessories
Polyethylene Terephthalate (PET/aPET) with <30% recycled content	Giftbox clamshell/blister; Inner trays; Inserts
Oriented Polypropylene (OPP)	Adhesive tape for export/inner cartons
Polyolefin (POF)	Battery shrink wrap
Polypropylene (PP)/Correx (excluding foam)	Board for Bottom Protection (MDA); Hanging Tag/Hook; Banding Straps; Non-woven bags
Silica Gel	Desiccant bags/Sachets/Cushions/Packets

Examples provided should not be seen as exclusive. Materials on the next page should be **Avoided** and if you already use them, you should actively look for alternatives.

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PRODUCT PACKAGING GUIDANCE:

The following materials should be avoided or, if already in use, alternatives should be sought out

Materials	Examples of Use
Black Plastic any type	Corner protection, Tags/hooks, Ties, Foam protection
Cardboard/Fibres, Paper, Pulp, Tissue Paper not traceable; with/without lamination	Export cartons; Inner boxes; Carton dividers; Gift boxes/ Product boxes; Scratch protection for gift boxes; Packing for inside products; Moulded inside box protection
Biodegradable/Degradable/Compostable Plastics (excluding Home) May contain: Polylactic Acid (PLA), Polyhydroxybutyrate (PHB), Polybutyrate Adipate Terephthalate (PBAT)	Bags used to cover product or accessories
Ethylene Vinyl Acetate(EVA) / Polyethylene Vinyl Acetate (PEVA)	Foam sheets
Expanded Polyethylene (EPE)	Foam covers; Panels
Expanded Polypropylene (EPP)	Foam covers; Panels
Expanded Polystyrene (EPS) Any colour other than white	Foam covers; Panels
Extruded Polystyrene (XPS)(Styrofoam)	Foam covers
Nylon Polyamide (PA)	Cable ties
Oxo biodegradable materials	Bags
Polycarbonate (PC)	CD trays
Polyester fabric (PCDT)	Gift box 'ribbon' tags; Webbing
Polyethylene Foam/ Closed-cell Foam	Foam paper; Foam Bag
Polymethyl methacrylate/Acrylic (PMMA)	Cardboard coating, Protection boards for MDA
Polyvinyl Chloride (PVC)	Tags/hooks; Corner protectors; T-shaped blocks; Battery wrap
Rubber (synthetic)	Circles for large appliance protection
Velcro (inc. Nylon & Polyester)	Gift box inserts
Wood not traceable	Wooden block for MDA/White goods

If you are using any of the materials listed here, please seek alternatives listed on the previous pages.

Should you encounter any difficulties finding alternatives/need guidance or wish to use materials that are not listed, please discuss with your Dixons Sourcing Product Manager.

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FURTHER GUIDANCE

Timber/Card/Paper

AS A MINIMUM, YOU ARE EXPECTED TO ENSURE THAT TIMBER/CARD/ PAPER PACKAGING IS FROM:

‘Legally harvested sources’

The timber (source for paper/card) is produced in compliance with the laws of the country where it is harvested, or where applicable, exported legally from the country of harvest. Timber accompanied by a valid licence (FLEGT or CITES) is considered legal, and in all other cases, due diligence is expected to be conducted.

For suppliers in China, Article 65 of the new Forest Law (enforced July 1 2020) bans the buying, transporting, and/or processing of illegally sourced timber and requires processing companies to establish a data record of raw materials and products. Suppliers should ensure those providing their product packaging comply with this law.

WE ALSO ENCOURAGE YOU TO USE TIMBER/ CARD/PAPER PRODUCTS THAT ARE ‘FROM SUSTAINABLE SOURCES’ AND/OR ‘WITH RECYCLED CONTENT’ (FOR PAPER/CARD)

‘From sustainable sources’

The source of the packaging must be legally harvested and come from a forest that is managed to ensure harm to the ecosystem is minimised, and the ecosystem, biodiversity, productivity of the forest is maintained.
To prove this, evidence of the product’s traceability is expected.

These products may also be certified by third-party organisations such as:

- Forest Stewardship Council - (FSC) certified
- Programme for the Endorsement of Forest Certification - (PEFC) certified

‘With recycled content’

The paper/card either contains all recycled material or a percentage of recycled material. To prove this, the material may be certified by a third party e.g. FSC Mix (certified as part recycled) or FSC Recycled (100% recycled).

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FURTHER GUIDANCE

IF PLASTIC PACKAGING IS REQUIRED, WE PREFER YOU TO USE SPECIFIED PLASTICS FOUND IN THE PREFERRED TABLE:

Compostable Bags/Films

Any compostable bags/films must meet both criteria:

- Comply with the European Standard for Compostability EN 13432
  Packaging must pass all 5 tests for 'compostability'. Independent certification bodies offer assessment of packaging and with this the packaging supplier should be able to provide a 7P or Sxx code (dependent on certifier);

- Be 'home compostable'
  The product (e.g. bag) material supplied must be certified. For example, TÜV Austria's 'OK Compost HOME'

Plastic with recycled content

For plastics to contain 'recycled content', the process of manufacturing the new material must use plastic that has been recycled.

Plastics that contain recycled content are not necessarily recyclable (see page 1), however it is possible to have a material that is both recyclable with recycled content e.g. PET with ≥30% recycled content.

For rPET/LDPE/HDPE

Must contain a minimum of 30% recycled plastic content.
Recycled Content (ISO 14021:2016 Definition):

...the proportion, by mass, of recycled material in a product or packaging.
Only pre-consumer and post-consumer materials shall be considered as recycled content.

Pre-consumer

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.
Recycled plastic from 'pre-consumer materials' is only acceptable if it has been treated by a separate reprocessing facility.

Post-consumer

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.

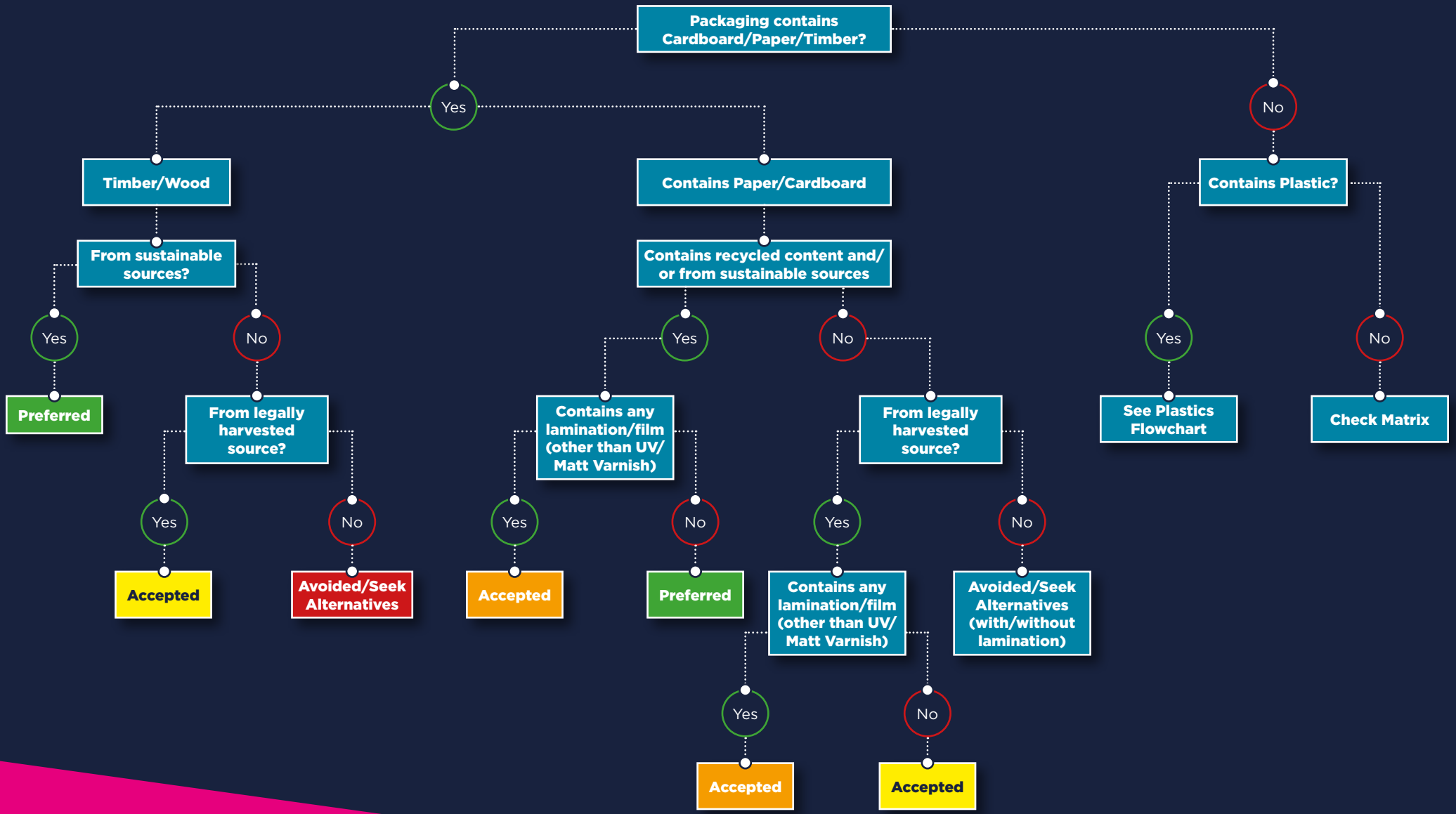
The calculation for this is:

$$\textbf{Recycled Plastic Content \%} = \frac{\textbf{Mass of Recycled Plastic}}{\textbf{Mass of All Plastic Inputs}} \times 100$$

For more information, see p.12-23 of the UK plastic packaging tax consultation and the latest UK Government guidance on the Plastic Packaging Tax, especially section 5.3 that provides examples of records that can be used to evidence recycled plastic content of plastic packaging.

PROCESS FLOW

Timber/Card/Paper



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PROCESS FLOW

Plastics