

## **FRAMEWORK**

This document establishes Idepa's internal regulations to guarantee its objective of continuous improvement in the quality and safety of its products and processes, with the intention of reducing the environmental impact of its activity. As a certified company ISO 9001, NP 4457, OEKO-TEX Standard 100, FSC, PEFC and GRS, unequivocally and repeatedly states its commitment to the responsible use of materials and resources, with constant concern for ensuring sustainable production.

### **1. General Environmental Responsibilities**

#### a) Responsible use of materials and resources

Idepa encourages and applies responsible use of the company's material and energy resources, being aware that irresponsible and uncontrolled use of them has a negative impact on the environment. So, everything should be done to save any cleaning materials, including solvents, detergents and water. To clean spills, splashes and any form of dirt or contamination, an absorbent material should first be used, such as cleaning cloths, textile waste, sawdust, or others, before using cleaning liquids, water, solvents and detergents. Save electrical energy. Minimize light consumption and room temperature control equipment. Turn on lights and air conditioners only when absolutely necessary. Avoid keeping taps open unnecessarily and notify your superior in case of water leaks from taps and other sanitary devices;

#### b) Carefully consult safety sheets and production procedures

Before using any chemical product, be careful to consult its safety data sheet, especially when it comes to first use. Strictly respect the quantities indicated in production recipes and recommendations for use in product safety data sheets, in order to obtain the best results with a minimum of material used. If in doubt about the quantities of products to use, always start with small quantities first and increase, only if necessary, the quantity of product to be used to obtain the desired result;

#### c) Keep the workplace clean, tidy and in good working order

Taking care of the workplace and the equipment to be used reduces the need for cleaning and corrective intervention, contributing to the general saving of resources. Therefore, the workplace and the equipment to be used must remain clean, avoiding the accumulation of garbage and waste. Avoid the production of rubbish and waste in general and never dispose of it outside of the places and containers provided for its collection. If in doubt about the destination to be given to any type of waste, consult your hierarchical superior, who will inform you about the correct destination. Equipment that works poorly is a source of waste of energy and/or natural resources, which must be stopped immediately. Therefore, any equipment that is showing signs of malfunction must be reported to your superior, who will inform the maintenance department.

## 2. Responsible sourcing

### a) Selective purchasing process for textile raw materials

**OEKO-TEX class I** certification: This standard is applicable to textile and leather products and articles, in all stages of processing, including textile and non-textile accessories. In the context of this standard, harmful substances are considered to be all those present in a textile product or accessory in an amount greater than the defined limit or even if, during normal use, they are formed in an amount greater than the defined amount. Tests for harmful substances, according to this regulation, cover substances prohibited and regulated by law, chemical products whose harmful effects on health are known and parameters to safeguard health. In the case of Idepa, the extensive table annex 4 of the regulations applies, for maximum skin contact exposure (class I -> contact with baby skin). The annual renewal of this certification establishes one of the highest standards of commitment to the reduction and/or prohibition of substances potentially dangerous to humans and the environment.

Idepa carries out supplier assessment, giving preference to suppliers with OEKO-TEX class I certification.

Textile raw materials and all Idepa items covered by this certification are collected annually for sending to CITEVE, which carries out compliance tests with the regulations.

### b) Purchasing selection process for chemical substances

As a company committed to meeting the highest assurance standards for risk reduction when it comes to the use of substances hazardous to humans and the environment, Idepa freely adopts the **ZDHC (Zero Discharge Hazardous Chemicals)** commitment, which goes to in addition to the legal regulation REACH.

Selective procurement based on the list of substances for restricted or banned use ZDHC Manufacturing Restricted Substances List (**ZDHC MRSL**) is applied when purchasing chemical products for any purpose within the company as follows:

FLOW of Products and Substances – Process of purchasing chemical substances

Process/Step	Responsible	Description
<p><b>INPUTS:</b> a) Customer Request (order) b) Production/Replacement/Stock/Sample c) MP replacement d) Research/Study of alternatives e) Normative/institutional requirement f) Others</p>	Several	Multiple inputs that can lead to a product and/or chemical order.
<p>purchasing consultation phase</p>	Purchasing department	Dept. Supplies (purchases) consults the market (suppliers) and requests, together with the product, the MSDS (material safety data sheet) which refers to Quality
<p>TDS &amp; MSDS</p> <p>RECORD/FILE</p> <p>MRSL</p>	Quality department	Dept. Quality receives MSDS and archives. Cross code. MSDS CAS with legal/institutional MRSL.
<p>MRSL assessment conformity</p> <p>No</p> <p>Yes</p>	Quality department	ZDHC MRSL Compliance Assessment: if compliant -> goes to Production if non-conforming -> purchase request for further consultation.
<p>PROCESS PRODUCTION</p> <p>ARTICLES</p> <p>WASTE</p>	Production textile & graphics	Outputs from the production process: articles + waste or leftover products.
<p>IDENTIFICATION READ CODE</p>	Raw Material Warehouse	Waste delivered to the RM Warehouse, which carries out identification (labeling) and provisional storage in suitable containers and in a suitable location, until its removal by WMO's.
<p>WMO WASTE MANAGEMENT OPERATOR</p>	Quality department	Dept. Quality makes contact with WMO's; survey schedule; issues e-GAR's (Electronic waste tracking guide);
<p>E-GAR'S &amp; MIRR</p>	Quality department	Dept. Quality validates the quantities received for treatment, recycling and/or recovery. Registers guides and creates the MIRR annually (Integrated Waste Registration Map).

c) Purchasing selection process for the Printing Company

With FSC and PEFC certifications, Idepa affirms its commitment to **Chain of Custody Values**. Ensures the Chain of Responsibility Management System, which in addition to all the activities inherent to this management, also guarantees the necessary training for each employee within the scope of the same, updating the respective normative references and functioning of health and safety services of work, as integral parts of the FSC and PEFC regulations.

### **3. Minimize the production of Waste and promote its Recovery**

Idepa plans its production and defines its processes in order to prevent pollution and minimize environmental impacts, ensuring compliance with the legal and regulatory requirements of its sector and the environment.

The discharge into the ground and public domestic or rainwater wastewater networks of the following substances is formally prohibited:

- Flammable or explosive materials or products;
- Debris, sand or any other materials that are not for personal hygiene;
- New or used oils and lubricants;
- Paints, solvents or other dangerous substances

Any and all waste produced in the company is covered by the integrated **waste management system implemented**.

There is no water pollution with chemicals from production. All product remains used in production, including for cleaning purposes, are collected by Government-approved waste management operators and treated in accordance with Portuguese legislation.

Waste that can be reused is collected and transformed by accredited and valued waste management operators, with legal records of electronic waste tracking guides (e-GAR), in accordance with Portuguese law.

Procedure based on the rules of use and structure of GAR mod. INCM nº 1428, in order to allow the inclusion of producer, waste and WMO. The organizations involved must be registered with SILiAmb (Portuguese Environmental Agency website).

The issuance of the e-GAR can be carried out by the producer (Idepa). It can also be made on behalf of the producer by one of the other participants (transporter, WMO) as long as the producer authorizes the guide.

The producer has validation mechanisms and corrections for guides with incorrect information.

Waste Management System at Idepa

Process/Step	Responsible	Description
	Several	Various inputs that can cause waste.
	Raw Material Warehouse	<p>RM Warehouse collects and distributes waste among appropriate containers.</p> <p>Identifies (labels) special waste with appropriate LER code.</p> <p>Informs Quality Department when containers are full.</p>
	Quality Department	Request collection and treatment appropriate to the nature of the waste in accordance with APA (Portuguese Environment Agency) legislation, together with the competent and authorized WMOs.
	WMO	WMO's issue e-GAR guides
	Quality Department	<p>Verifies the accuracy of the quantities and LER codes assigned to each waste.</p> <p>Validates the guides:            -&gt; YES: e-GAR archived            -&gt; NO: requests rectification or new guide</p>
	Quality Department	Quality Dept. archives e-GAR's and Valorization Maps, fills out the MIRR annually and manages it on the APA SILiAmb website.