



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

**WWP-751708-0000.005**

## 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 <b>Recyclable</b>
Recyclable	A material can be said to be recyclable if it can be diverted from the waste stream through available processes and programmes and collected, processed, and returned to use as raw materials or products. For a material to be considered recyclable, there should be reasonable assurance that: a) The collection, sorting, and delivery systems for transferring 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 <b>Pre-Consumer Recycled Material</b> and <b>Post-Consumer Recycled Material</b> shall be considered as recycled content
Pre-Consumer Recycled Material	Material diverted from the waste stream during a manufacturing process. Excluded is the 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 products 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 its contents 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"> <li>Review, update and maintain this standard to ensure Logitech requirements continue to align with legal requirements and established good practice</li> <li>Communicate this standard to relevant functions within Logitech</li> <li>Implement training and awareness-raising activities, where appropriate</li> <li>Check compliance</li> </ul>
Logitech Packaging Engineering	<ul style="list-style-type: none"> <li>Design and engineer product packaging in compliance with the requirements set out in this standard.</li> </ul>
Logitech Product Compliance	<ul style="list-style-type: none"> <li>Notify the Sustainability Team of any queries relating to this standard.</li> <li>Maintain the Master IID templates</li> </ul>
Logitech Global	<ul style="list-style-type: none"> <li>Facilitate engagement with suppliers of pallets, shipping packaging, in-store POS, marketing displays etc. to communicate</li> </ul>

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

## 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, facilitate worldwide distribution of SKUs and flexibility in that regard, and minimize potentially adverse impacts on the planet.

For **Labelling and Information Requirements**, regional variations in approach occasionally arise and are permitted in certain circumstances. Different countries around 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 is 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 <sup>1</sup>
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"

<sup>1</sup> 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 preferences for minimum recycled content is as shown below, subject to no significant, adverse change in packaging performance and consumer experience. Please reach out to the sourcing team for further information.

Packaging Component	Packaging Material	Logitech Preference for Minimum Recycled Content
All	Kraft Paper	10%
All	CCNB	50%
All	Fluted Cardboard	70%
All	Grayboard	70%
Master Shipper	All	70%
All	Plastic	30%

## 8. Recyclability of Materials

Logitech has an established Single Use Plastic Packaging policy, which captures our commitment to eliminating single-use plastic, wherever possible. This policy is available for review on the reporting page of our website ([here](#)). We favor paper-based materials to enable curbside recycling, where facilities exist.

As we transition away from single-use plastic to embrace paper-based packaging materials, we continue to expand our commitment to responsible sourcing of paper, with our FSC™-certified packaging program. We favour the use of FSC-certified packaging, where possible, when launching new product introductions and we are working to transition a wide range of existing product lines to same. To read more about our commitment to FSC-certified packaging, please refer to our annual Impact Report, which is available for review on the reporting page of our website ([here](#)).

## 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

Logitech labeling requirements relevant to environmental management, recycling, and control of hazardous materials in packaging are clearly defined (WWP-85657269). If you have any questions about Logitech requirements and standards, please email [product-compliance@logitech.com](mailto:product-compliance@logitech.com).

## 11. Packaging Data

Suppliers shall provide packaging weight data and product samples where requested by Logitech to verify compliance obligations. When providing information to Logitech, suppliers shall use the established templates, measurement protocols, and naming conventions for packaging components and materials.

## 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"> <li>• Initial Release.</li> </ul>	-	Geraldine Shallow	July 2012

002	Caroline O'Driscoll Caroline Kennedy	<ul style="list-style-type: none"> <li>• Updated company logo.</li> <li>• Organised format to align with template advocated by ISO for corporate standards.</li> <li>• Clarified roles, responsibilities and requirements. No significant changes.</li> <li>• Removed references to GB 18455-2010 as this standard has now been withdrawn.</li> <li>• Removed references to Logitech's involvement in the OEM business</li> <li>• Incorporated relevant requirements from GOP-751101 to consolidate our requirements in one document.</li> </ul>	Peggy Wang Emer Clarke	Robert O'Mahony	August 2017
003	Caroline Kennedy	<ul style="list-style-type: none"> <li>• Introduced reference to WWP-85657269 (Labelling Requirements).</li> </ul>	-	Caroline Kennedy	Nov 2020
004	Caroline Kennedy	<ul style="list-style-type: none"> <li>• Removed sections on hazardous substances as these are now included in GSE 751707.</li> </ul>	-	Caroline Kennedy	Nov 2020
005	Caroline Kennedy	<ul style="list-style-type: none"> <li>• Update to Section 7 (recycled content).</li> <li>• Expansion of Section 8 (recyclability) to include Logitech's Single Use Plastic Packaging Policy and FSC commitment.</li> <li>• Other formatting and administrative changes.</li> </ul>	-	Caroline Kennedy	July 2024