



# IWAY Standard

Minimum Requirements for Environment and Social & Working Conditions when Purchasing Products, Materials and Services.

Issued By:  
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Approved By:  
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## IWAY Standard: Warehousing Specific Section

### Introduction

#### How to use the IWAY Standard Warehousing specific section

The purpose of this section is to adapt the IWAY Standard to specific warehousing needs and activities in DCs and CDCs. The points in this section replace the corresponding points in the general IWAY Standard.

#### IWAY Standard and CRM

Corporate Risk Manual regulates health and safety issues at IKEA owned or rented Distribution Centres (DC) and Customer Order Distribution Centres (CDC). For some health and safety issues Corporate Risk Manual overrides IWAY. If points are approved by a Sec-check review, the same will be for IWAY. Refer to "IWAY and Corporate Risk Manual (Sec-Check)" existing guideline (Reg. no. QSE 111) for a complete description.

## 2. General Conditions

### 2.1 IWAY Compliance Commitment

The IKEA supplier shall acknowledge and accept the IWAY requirements by signing the IWAY Compliance Commitment document.

The Compliance Commitment shall be part of the contract.

#### Clarifications:

- IKEA operated units are not required to sign the Compliance Commitment. All IKEA units shall accept and fulfil the IWAY standard.

### 2.4 IWAY communication to workers

The IKEA supplier and sub-suppliers shall communicate the IWAY requirements to all its workers working on site and/or involved in the distribution of IKEA goods.

#### Clarifications:

- The complete IKEA requirements shall be made available in a place where all workers have access e.g. on notice boards, in a file or on an internal web-site in a language understood by the workers.
- In addition to the above, a simplified version of the IWAY requirements may also be communicated through posters or during introductory training.

### 2.5 Internal IWAY audits

The IKEA supplier shall at least once every 12 months perform an internal IWAY audit.

If deviations are found during the internal audit, the supplier shall make sure that corrective actions are planned and implemented. The results from the audits and any corrective actions shall be documented, and on request provided to IKEA.

#### Clarifications:

- The internal IWAY audits can be included in other internal review processes providing that all IWAY requirements are covered.
- If, during the course of an IKEA conducted IWAY audit, several deviations that obviously existed at the time of the internal audit are identified, the supplier internal audit procedure shall be improved.



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## 3. Environment

### 3.7 Reduction of Environmental impact

The IKEA supplier shall have workable plans in place to reduce the environmental impact from the production and operations.

As a minimum IKEA owned warehouses operated by IKEA or ESP should work with the valid globally agreed S&E goals.

#### Clarifications:

- The plans shall be in writing and include measurable goals and time frames.
- The plans shall reflect the current environmental impacts from the production and operations.
- Environmental impacts could include: use of raw materials, water usage, waste, use of chemicals etc.

## 5. Hazardous and Non-Hazardous Waste

### 5.2 List of waste

The IKEA supplier shall establish and maintain a list of hazardous and non-hazardous waste in order to monitor the type and quantity that is generated at the supplier. The list shall clearly show which kind of waste is hazardous which is not, and be continuously updated.

#### Clarifications:

- The quantity specified in the list may be estimated as long as it can be clearly described how the estimation has been done.
- When classifying hazardous waste refer to local legislation and the IKEA Hazardous Waste Guidelines.
- In offices where only common cleaning chemicals and office materials are used a list is not required.
- Empty barrels, containers etc. with residue that is dry and not containing heavy metals or similar hazardous substances may be considered as non hazardous waste if in accordance with MSDS and local legislation.
- *Waste management guidelines for Distribution* shall be applied in each DC\CDC.

### 5.3 Procedure for waste

The IKEA supplier shall establish a procedure for the handling, storing, transportation and disposal of hazardous waste that prevents harmful emissions to air, ground and water, prevent risks of ignition/explosion and ensure workers health and safety.

#### Clarifications:

- *Waste management guidelines for Distribution* shall be applied in each DC\CDC.