



IWAY Standard

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

Issued By:
IKEA Supply AG

Approved By:
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5.1

IWAY Standard: Transport section

A transport section to the IWAY standard edition 5.1 dated 2013-03-21

This document describes IKEA Transport requirements for all services (road, rail, ocean, customer distribution including home delivery, shunting, barge and consolidation points) involved in transporting IKEA products. The requirements in this document shall prevail over and replace the requirements with the same number in the main IWAY Standard document.

2 General conditions

4 Environment

6 Waste

7 Emergencies and Fire Prevention

8 Worker Health & Safety

9 Recruitments, Working Hours, Wages and Benefits



IWAY Standard

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

2. General conditions

2.3 IWAY at sub-Suppliers

The *IWAY requirements or equivalent*, including the document "The IKEA Way on Preventing Child Labour", are communicated by the *Supplier* to all its 1st tier *sub-Suppliers* involved in providing products, materials or services for IKEA.

The *Supplier* has secured the right to perform IWAY audits at its *sub-Suppliers*.

Section 4.9 (Vehicle emission requirement) below are implemented and verified by the *Supplier* at all its *sub-Suppliers* performing transport services for IKEA according to the scope and time plan agreed with the IKEA contract partner.

4. Environment

4.6 Continuous improvements

Current environmental impact from transport operations is evaluated by the *Supplier*.

The *Supplier* has a CO₂ emission reduction programme with goals and an action plan covering the fleet used for IKEA.

The *Supplier* has practical actions and/or plans to reduce environmental impacts related to own facilities, such as warehouses.

If the *Supplier* only has offices, practical actions and/or plans to reduce environmental impact may not be required.

4.8 Other Transport Environmental Requirement

Ocean transport:

For owned and chartered vessels, Clean Cargo Performance Metrics tool and Clean Cargo Environmental Performance Survey, are filled in, updated and submitted to IKEA annually.

Land transport and Consolidation Points:

The *Supplier* submits an Environmental Performance Survey (EPS) to IKEA before starting business. EPS is updated and submitted to IKEA annually. Minimum points in applicable parts need to be reached.

If the *Supplier* is a member of an IKEA recommended programme e.g. US EPA Smartway, it is not required to submit an annual EPS.

4.9 Vehicle emissions requirement

Only trucks that fulfill the national engine emissions standards of 10 years old or less may be used. In countries where no emissions standards for engines exist, trucks must be a maximum of 10 years old

For trucks of a gross vehicle weight up to or equal to 3500 kg, only trucks that fulfill national engine emissions standards of 5 years old or less may be used.

In countries where no emissions standards for trucks of a gross vehicle weight up to or equal to 3500 kg trucks, must be a maximum of 5 years old.

The supplier must upon request by IKEA submit lists of the trucks that may be used in the performance of services under this Agreement, either with the equivalent national engine emissions standards, or if a national standard does not exist, the truck age.



IWAY Standard

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

For trucks using alternative fuels, it is acceptable to have trucks that fulfil national engine emissions standards of more than ten years old.

For cross border transport, either the sending country or destination country national engine emissions standard is applicable and the more stringent of the two national standards should always be followed.

The truck age is calculated starting at the end of the first calendar year, independently of when during the first year the truck was registered.

6. Waste

6.7 Incineration / landfill on site

Hazardous waste is not land-filled or incinerated on-site. The Supplier may however use incineration of waste oil for energy recovery from vehicle engines and gear boxes with the following pre-conditions:

- It is according to any applicable legislation.
- The *Supplier* holds any required permits (if applicable).
- The conditions relevant for incineration of waste oil set in the EU Directive 2000/76/EC (Incineration of Waste) shall as a minimum be met.

7. Emergencies and Fire Prevention

7.3 Competence and training

An adequate number of Workers in each work area, covering all shifts, are trained to use the firefighting equipment.

The training covers how to use the firefighting equipment installed at the site and is conducted at least once every 24 months.

A description of the training and records are available.

Workers are made aware of basic fire safety issues before starting work. The training includes as a minimum, the proper routines for evacuation, location and activation of the emergency alarm.

A description of the training and records are available.

All truck drivers are trained to use fire extinguishers, in accordance with local legislation or at least every 5 years.

7.4 Firefighting equipment

Appropriate fire fighting equipment is available.

Manual firefighting equipment is easily accessible and identifiable from a distance, maintained and kept unlocked. The equipment is inspected internally or by an authorised external company at least once every 12 months. Records of maintenance are kept and/or stickers/tags placed on the equipment.

Trucks are equipped with at least a 2 kilogram (4 pounds) fire extinguisher.



IWAY Standard

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

8. Worker Health & Safety

8.8 Personal protective equipment (PPE)

Appropriate PPE and protective clothing is available, maintained, used and provided free of charge for workers and visitors in any harmful or potentially risky work areas.

Areas where PPE is needed shall be clearly marked.

All trucks are equipped with high visibility clothing/vests.

9. Recruitments, Working Hours, Wages & Benefits

9.5 Working hours and overtime

Workers are not working more than sixty (60) hours per week including overtime. Overtime hours are on a voluntary basis.

For ocean transport the regulations stated in ILO MLC 2006 (International Labour Organisation, Maritime Labour Convention) are applicable.

9.6 One day off in seven

Workers have at least one day off in seven.

For ocean transport the regulations stated in ILO MLC 2006 (International Labour Organisation, Maritime Labour Convention) are applicable.