



TeaPak, where *Yogi* becomes real.

Sustainability Best Practices



Index

Introduction.....	3
1. Plant.....	4
1.1. Structure and systems.....	4
1.2. Energy efficiency and conservation	4
1.3. Staff support services.....	4
1.4. Service to support the environment	5
2. Water and wastewater management.....	5
3. Waste management and recycling.....	5
3.1. Standard recycling.....	5
3.2. Special waste.....	5
3.3. Re-use	6
3.4. Circular Economy	6
3.5. Waste Analysis	7
4. Materials for sustainable production	7
5. Sustainable manufacturing processes	8
5.1. Stakeholder Engagement	8
6. Environmentally Friendly Purchases.....	9
6.1. Office supplies.....	9
6.2. Staff Gifts and Equipment	9
6.3. Cleaning and staff hygiene	9
6.4. Canteen and food supplies.....	10
7. Environmentally friendly actions	10
7.1. Business travel & employees commuting	10
7.2. « TeaPak Saves Trees » program.....	10
7.3. Practices for reuse and extension of end-life materials used in the production process	11
7.4. Remote working.....	11
8. Certifications	11
9. Calculation of our Carbon Footprint	12
9.1. Actions to reduce our Carbon Footprint	12
10. People & Empowerment	12
10.1. People	12
10.2. Education & Empowerment.....	13
11. Doing Good & Community	13
12. Becoming a Benefit Society.....	14
13. Impact report.....	14
14. B-Corp Certification	14
15. Planned activities for 2024.....	15
15.1. Packaging, Finished Good & Company Processes	15
15.2. Transportation, Energy, Water & Waste management.....	15
15.3. People, Education & Empowerment	15
16. Attachments	15

Introduction

This document is a collection of best practices implemented by TeaPak s.r.l SB. to promote sustainability in terms of care for people and for the environment.

The Company is committed to being a sustainable enterprise and is dedicated to proactive programs and actions that improve the environmental and social performance of its processes, services, and structures.

One of the main challenges the Company faces is monitoring our progress towards sustainability and how to communicate this approach, with the aim of continuous improvement and the involvement of employees, stakeholders, and the community.

We take a comprehensive and driven approach to the conservation and proper management of energy and water. We are also committed to sustainable transport, production processes and the purchase of increasingly sustainable packaging materials with a lower environmental impact. Furthermore, TeaPak is engaged in correct waste recycling, proper disposal and reuse when possible. Vegetarian canteens, the use of biodegradable/recyclable products, and our choice to use local products are further actions implemented to reduce our environmental impact. Great importance is also attached to educating employees and the community in sustainability, evidenced by our Doing Good and Empowerment programmes.

Continuous improvement is a shared process in which space is given to employees to provide “green suggestions”, with the aim of improving existing or new processes to increase environmental sustainability. In addition, these ideas are always shared with the global sustainability teams so that we can improve together.

This document is valid from the date of issue until its next revision, scheduled annually. **Actions or projects initiated during the year will be highlighted in red colour at each review, to give evidence of them.**

1. Plant

1.1. Structure and systems

The recently constructed plant (completed in 2020) was built by local companies and TeaPak is committed to maintaining this choice for any future expansion to existing buildings

1.2. Energy efficiency and conservation

- Using of heat recovery system which allows the internal recovery of hot air emitted by the production machinery to warm some rooms of the factory, with the aim of reducing the energy required by the heating system
- Production of the hot water supply for the office building primarily using a system of solar thermal panels, in order to reduce electricity waste
- Installation of an air conditioning system equipped with inverter power technology with different settings (speed/reduction) to optimize energy saving
- Elimination of fossil fuel heating system
- Use of renewable energy and reduction of fossil fuel use
- Sharing of energy efficiency and energy conservation documents with employees to provide them with guidelines for efficient energy use. For example, switching off lights when not needed, proper use of thermostats, etc.
- Use of photocells with automatic internal light dimerization, motion sensors and adjustable switches to control room lighting
- Use of LED light bulbs to improve the energy efficiency of illumination.
- Use of vending machines, refrigerators, and electrical appliances with high energy efficiency
- Use of UV-protective films on glass windows to improve the efficiency of the air conditioning system
- Use of outdoor LED timed lights that turn on “when necessary”, or when sunlight decreases and optimization of switching on and off using BMS system
- Installation of two additional electricity meters in order to have a more accurate reading of electricity consumption for subsequent optimization
- Electricity is supplied by:
 - Solar panels
 - Renewable energy sources. Electricity used is certified with the “Guarantee of Origin (GO)”, which declares that energy comes only from renewable sources
<https://www.gse.it/en/sustainability>
- Achievement of the international certification “EKO energy” from energy suppliers. This certification was defined by the US Green Building Council as “The best option available in Europe”. In fact, energy used is certified to be renewable and, most importantly, eco-sustainable <https://www.ekoenergy.org/our-results/>

1.3. Staff support services

- Installation of charging points for electric cars

- Request made to the local authority for the construction of a cycle path in order to encourage the use of bicycles by workers
- Planning of a shuttle route to transport employees to the workplace

1.4. Service to support the environment

- “Bee hotels” installed in the external Company space to encourage bees to pollinate flowers and plants surrounding the building
- Adoption of beehives on the territory with the aim of transforming the site into a biomonitoring area

2. Water and wastewater management

- Collection of washing water from the liquid system in the blending area
- Discharging of the used cleaning water into the forklift washing area so that the waters can flow into the degreasing tank
- Supplying all the sinks with photocell motion sensors, in order to avoid waste. Furthermore, toilets are equipped with dual flush cisterns to reduce water consumption
- Installation of rain sensors in order to reduce water waste from the irrigation system in the outdoor area

3. Waste management and recycling

3.1. Standard recycling

- The Company recycles paper, cardboard, plastic, and glass according to standard procedures
- Implementation of dedicated bins for proper recycling of coffee cups and coffee stir sticks
- Use of visual method (Kanban) with signs indicating the correct disposal of waste in separate collection bins for employees’ convenience
- The Company monitors the % of recycling, composting, reuse, and undifferentiated waste produced through the TeaPak Green Dashboard and the **Global Green Dashboard** ([Geckoboard](#))

3.2. Special waste

- For non-recyclable waste, the Company uses the normal unsorted collection service.
- However, the Company is committed to providing appropriate special waste collection points and special waste management for:
 - Dust mixtures and residues resulting from the blending and packaging process
 - Maintenance oils (IMA lubricating oils)
 - Waste paints and varnishes derived from plant maintenance activities
 - Wastewater resulting from the cleaning process of the blending area’s liquid injection system and of the workshop washing system
 - IMA machine filters or blending area filters

- Aluminum or iron tanks containing the flavors used in the blending area and spray cans with danger symbols printed on them
- Damaged Big Bags used for product blending
- Ferrous iron/particulate derived from workshop activities
- Materials not involved in the production process: glue, wood, **ink and cleaning product for production inkjets**, printer ink/toner*, batteries*, medicines*, spray cans*, light bulbs*, plastic caps*, small electric and electronic equipment* (those marked with * TeaPak provides information and collection point to help all employees to perform a proper disposal process for these particular types of waste)
- Any office items (computers, phones, furniture, etc.) are always disposed of via special waste collection. IT waste comprises about one pallet per year, entrusted to GEAS for disposal in compliance with regulations
- Any office iron materials (paper clips etc.)
- **Employees' PPE (see Circular Economy chapter)**
- **Glassine (see Circular Economy chapter)**

3.3. Re-use

- The Company supports and encourages the re-use of items in a good state including:
 - Books: employees can bring used books to TeaPak instead of discarding them to facilitate reuse
 - Used clothes: twice a year TeaPak promotes the collection of unwanted clothing to be donated to a charitable organization to encourage reuse
 - Crockery and cutlery: use of reusable crockery and cutlery in the Company canteen
 - Wooden pallets: no disposal system, but sold for reuse
- The Company promoted the creation of a virtual marketplace (TeaPak Bazaar) available exclusively to TeaPak employees where they can exchange, sell or give away goods they no longer use, encouraging the reuse

3.4. Circular Economy

The Company is committed to promote circular economy projects in cooperation with other companies in the area, to extend the life cycle of wastes produced, so that they can be recovered, avoiding the production of waste. The following projects have been initiated as of 2023 and as many projects will be considered for years to come:

- **Recovery paper and silicone backings of production label rolls (glassine): in 2023 a collaboration with [Recos Spa](#) was started to collect and recover siliconized glassine, which is normally disposed in the unsorted waste. Through this project the paper is separated from the siliconized part and recovered in the production process of a paper mill participating in the project. The quantities recovered in 2023 turned out to be 4,420 kilograms, which otherwise would have been disposed in the unsorted collection**
- **Recovery of company PPE and employee work clothes: a collaboration with [ESO recycling](#) was initiated in 2023 for the collection and recovery of company PPE, including work clothes and safety shoes. Through this project, shoes and all other PPE are collected and turned into "second raw material," with which athletic tracks/playgrounds will then be made. Work clothes are recovered to create soundproof panels**

- Tag cores: the process of returning the tag cores to the suppliers has been implemented, to allow them to reuse the cores in their production processes
- **Clothes Recovery: in 2023 the company promoted a project in collaboration with the company [Rifò](#), a circular fashion brand that produces clothing from recycled and recyclable natural fiber materials. The company is committed to reducing its impact on the planet while creating new opportunities for fairly paid jobs and ethical production. The project TeaPak has decided to join is called "re-think your jeans." Jeans delivered to TeaPak's outdoor collection box arrive in Bologna, at the social cooperative La Fraternità. Here they are selected to be re-evaluated as second-hand garments or, if this is not possible, they are put into the recycling process of Rifò company. Upcycling results in a new regenerated denim garment, 100% sustainable**

3.5. Waste Analysis

In 2023, for the third year, the Company organized, with the support of an external company (GF ambiente S.r.l.), a waste analysis to improve our separate waste collection, by checking whether there was recyclable waste among the undifferentiated waste. The analysis attests an excellent result in the separation of recyclable materials from undifferentiated waste and therefore a virtuous behavior in waste management. The actions taken have been effective in further reducing the small % of recyclable waste present in the undifferentiated waste, an effectiveness noted during the product analysis carried out in 2022. **Specifically, the percentage of packaging found is almost zero, highlighting the proper management of the end of waste and in accordance with what is established by today's circular economy policies. It is highlighted the substantial reduction of the category related to the "production label roll" (glassine) for which a material recovery process has been set up in 2023.** Further analysis will be performed only if substantial changes are implemented in Company processes or habits.

4. Materials for sustainable production

- Purchase of packaging materials that are fully recyclable, **starting to convert the envelope, where possible, to recyclable material in the paper**
- Use of FSC Certified paper packaging only
- Use of FSC Certified covers, corners and anti-slip pads
- Exclusive use of organic and sustainable cotton for teabag production (GOTS Certification)
- Use of compostable cotton thread and filter paper
- Use of paper scotch tape in some warehouse processes to encourage proper recycling of paper materials (previously made more difficult by the presence of plastic scotch tape on cardboard)
- Increasing % of recycled paper in the composition of YOGI®'s shelf ready case, project thanks to which the Company won the CONAI Call for Ecodesign 2022
- **Increasing % of recycled paper in the composition of Choice shelf ready case**
- **Reducing the weight of production materials (boxes and tags)**
- Evaluation of a new supplier for Oxyless bags to start a new collaboration to develop solutions involving less plastic use

- Purchase from local (Italian) suppliers to reduce greenhouse gas emissions related to transport

5. Sustainable manufacturing processes

- Shipment and transport of the final product by train
- **Transportation optimization with suppliers (no use of half pallets, no use of angles, transportation of materials with reduced weight etc.) Thanks to the logistics optimization project of flat box transportation, carried out in collaboration with the supplier Cartotecnica Jesina, TeaPak won the CONAI call for ecodesign 2023. This award was given for the reduction of transportation impact, achieved by raising one row of cartons in the box pallet from 16,000 boxes/plt to 20,000)**
- Removal of plastic bags for paper collection, replaced by recycled paper and cardboard bags recycled from the manufacturing process
- Implementation of the Oxyless project, which combines CO₂ with O₂ for the conservation of raw materials, replacing the previous temperature-controlled chamber storage process (requiring the use of fridge machines)
- Definition of Company targets related to the sustainable processes. Following this decision, three indices have been identified to monitor and keep stable the use of resources (water, electricity and waste production) for the production. The indices identified are used for optimization and consumption reduction analyses, where applicable
- Selection of suppliers that favor the integration of their business with sustainability programs, including in their assessment also variables directly related to sustainability
- Monitoring, through a specific supplier selection model, the presence of women and/or people belonging to disadvantaged/underrepresented groups in the ownership of suppliers, and it promotes the diversity and inclusion within suppliers by assigning a % weight to these requirements in the overall evaluation and comparison of suppliers
- Sharing of our Code of Conduct, Code of Ethics and Sustainability Best Practices with our suppliers
- Sharing of a sustainability questionnaire with our suppliers, to involve them in sustainability projects
- Organization of Company Open Days for our stakeholders, to promote stakeholder engagement projects in order to develop sustainability-related activities for the benefit of both parties

5.1. Stakeholder Engagement

The company is committed to organize annual company Open Days for stakeholders to initiate stakeholder engagement projects in order to develop sustainability-related activities that benefit both parties. **Specifically, in 2023 a project was defined and implemented with the box supplier (Cartotecnica Jesina), which led to the achievement of the following goals:**

- **Adoption by the supplier of at least one best practice chosen from those currently in place in TeaPak: the supplier selected the Best Practice related to the calculation of the organization's carbon footprint, which was calculated in April 2023**
- **Sharing of key sustainability consultants (waste consulting, carbon footprint measurement, training on sustainability topics)**
- **Support to the supplier from internal TeaPak resources in improving waste and energy management (HSE Team)**
- **Support from supplier in developing more sustainable packaging in line with TeaPak's carbon footprint reduction goals**

6. Environmentally Friendly Purchases

6.1. Office supplies

- Purchase of products with minimum packaging and containing recycled material
- **Use of staple-free staplers**
- **Use of refillable pens**
- Use of Eco Label certified, unbleached and recycled paper for printers
- Use of "Blue Angel" Eco Label certified departmental printers
- Use of regenerated toners for office printers
- Use of rechargeable batteries
- **Purchase of natural fiber business cards (30% de-inked pure cellulose secondary fibers, 60% virgin cellulose fibers and 10% cotton fibers)**
- **Purchase of digital business cards (Avacard)**

6.2. Staff Gifts and Equipment

- Commitment to the selection of recyclable and/or eco-sustainable staff equipment for both work and leisure activities (e.g. stationery, dustbins, cups and coffee stirrers), and accessories offered to employees (such as cups, baskets, t-shirts, hats and neck warmers)

6.3. Cleaning and staff hygiene

- Replacing cleaning and personal care products with ecological alternatives
- Replacing cleaning alcohol with an environmentally friendly sanitizing detergent for disinfecting common area surfaces
- Use of hand wipes made from recycled materials
- Reduced use of disposable polypropylene shirts in favor of reusable cotton shirts
- **Use of cotton shirts and hair nets also for temporary staff and guests**
- **Conversion of summer company clothing to GOTS-certified cotton**
- Instead of disposing of obsolete Company's operator clothes, they are reused for cleaning

6.4. Canteen and food supplies

- Reorganization of the Company canteen service with the elimination of disposable plastic containers
- Use of recyclable paper cups and biodegradable plastic stirrers for the coffee machine
- Installation of water filling points to avoid the use of plastic bottles
- Discontinuation of disposable cutlery in the canteen (although already fully recyclable) in favor of reusable alternatives for employees who work in shifts
- Use of fully recyclable paper placemats for meal consumption
- Elimination of all single-serving condiments
- Priority given to local suppliers offering zero Km products (with particular attention given to food products), contributing to reduced greenhouse gas emissions from transport
- Introduction of a vegetarian canteen, supported by a monitoring outline of water, soil and CO2 emission saved thanks to this choice

7. Environmentally friendly actions

7.1. Business travel & employees commuting

- Payment of CO₂ emissions compensation fees for business travel by plane, also of the back home travels of our Sinhalese workers
- **Compensation for business travel also by car/buses through [myclimate](#)**
- Donation of “miles” acquired through airline travel to organizations that undertake projects to compensate for fuel emissions
- The Company is committed to limiting business trips in order to reduce the environmental impact of fuel consumption and its consequent pollution
- Encourage car-sharing among employees
- Remote working arrangements made for employees who can benefit from it
- Designation of a Mobility Manager from 2021 with creation of a home-work travel plan
- Development of an internal survey related to home-work trips to ease alternatives to car use
- Installation of appropriate bike/motorbike shelter in the Company's outdoor area
- Favors the purchase of bicycles and train passes through the Corporate Welfare
- Participation to the "Bike to work" project of the municipality of Imola (BO) in order to identify the necessary activities to implement the use of sustainable way of transportation and involvement in the implementation of bike lines in the geographical area covered by TeaPak

7.2. « TeaPak Saves Trees » program

- Promoting the concept “Think before you print”
- Use of departmental printers and reduction of the number of office printers
- Use of photocopiers that can scan documents and send them by e-mail
- Use of electronic devices (computers, tablets, etc.) for agendas and note-taking during meetings

- Reuse of unused printed material for other purposes
- Use of electronic pay slips to avoid the need for paper copies
- Replacement of paper guestbooks with a digital equivalent
- Use of a digital Welcome Kit
- Use of digital communication tools instead of paper copies (broadcast lists, online surveys, etc.)
- Reduction or elimination of some printed papers used in the production area
- Feasibility study on standardized digitalized storage of tax-relevant documents
- Reduction of printed paper required to obtain certifications (Dept. manuals and the Quality Management System)
- Conversion of the paper forms, that employees use to submit improvement suggestions to a digital version (Microsoft Forms). A tablet is available for the production departments while online forms have been made available to the offices; this will reduce the emission of CO₂ due to the sending of the forms by e-mail
- **Conversion of checklists and documents of production department from paper to digital format through the software [Tekmon](#)**
- **Use of electronic signature (Adobe sign) to avoid printing reports**
- Creation of a corporate forest of 200 trees in Kenya through Treedom, to facilitate the reforestation (<https://www.treedom.net/en/organization/teapak/event/teapak-forest>)
- Migration of TeaPak servers, related to the management of our website, to a datacenter certified by bioagricert as Green Cloud Certified®

7.3. Practices for reuse and extension of end-life materials used in the production process

- The Company is committed to donate materials for the production process to schools or art workshops for reuse

7.4. Remote working

The Company facilitates remote working for employees who can benefit, in order to reduce the impact of employees commuting. In addition, the company shares dedicated documents with employees to facilitate environmental stewardship in cases of remote working:

- **Proper management of resources within the home environment (water, light, heating, waste)**
- **Recommendations for implementing useful actions to reduce consumption and waste**
- **The Company promotes the proper disposal of electronic devices and/or hazardous waste used by employees for remote working**

8. Certifications

- The Company is committed to maintain annually the main certifications in the Environment, Safety and Quality fields:
 - IFS&BRC: internationally recognized standards for food safety management
 - Rainforest Alliance: environmental and ethical sustainability certification

- ICEA: organic certification
- ISO 45001: Occupational Health and Safety Management Systems
- ISO 14001: environmental management system certification

9. Calculation of our Carbon Footprint

With the support of an external Company (Quantis), the Company's Carbon Footprint was calculated in 2021. As a result of the analysis, an action plan was issued that includes several local and global activities, which will be carried out in 2024 and in the following years, aimed at reducing the Company's total emissions.

9.1. Actions to reduce our Carbon Footprint

- Actions introduced to reduce corporate emissions are included in several areas. In particular, focus is given to actions related to reducing product and process impacts:
 - Creation of global working groups dedicated to CO₂ reduction activities
 - Facilitation of product recycling activities
 - Research and implementation for increasing, where possible, the % of recycled material in packaging
 - Raw material savings through weight reduction of packaging materials or elimination of unnecessary packaging materials
 - **Activities to reduce residual plastic materials in the product**
 - Simplification and optimization of the packaging system
 - Optimization of inbound and outbound logistics
 - Digitalization and optimization of business processes
 - Stakeholder engagement activities with our key packaging suppliers
 - Energy and water efficiency
 - Waste management and circular economy

10. People & Empowerment

The company is committed to implement and integrate Policies that promote inclusion, equity and contrast discriminatory incidents through:

- **REDI Index Certification**
- **Gender Equality Certification**
- **Management system that provides a reporting mechanism for discrimination, abuse and harassment**
- **Internal Gender Equality and Grievance Mechanism committee**

10.1. People

- The Company develops and updates personnel management and development policies that:
 - Support the dissemination of culture and of lifelong learning
 - Promote equal opportunities through measures that promote work-life balance
 - Create a peaceful working environment that respects employees' well-being

- Provide equal access to digital tools for all employees
- Develop staff cohesion and team building through participation in sport or outdoor activities, including charitable initiatives
- The Company has developed and implemented over the years a welfare system to support employees and their families
- **The company annually chooses a main theme that is developed from different perspectives, with the aim of promoting within and outside the company issues related to the well-being and development of the individual, the environment and the community**
- A full list of current actions is listed in our “Catalogue of Sustainability – *Welfare Actions*” attached to this document

10.2. Education & Empowerment

- Inclusion of a section dedicated to sustainability in TeaPak’s internal newsletter, with the aim of educating people on how to live a more sustainable lifestyle
- Organization of internal and external workshops to educate employees on the benefits that sustainability offers, such as energy efficiency, water conservation and the use of homemade “green” cleaning products.
- **Promotion of specific courses for employees according to their training plan**
- **Internal training sessions to diffuse knowledge related to sustainability (UN 2030 agenda, Diversity Inclusion etc.)**
- **Development of TeaPak's Academy program, related to employee training**
- Possibility to submit improvement advices and creation of a Green Point as a collection point for sustainability-related information and education
- Creation of both local and global sustainability-related working groups (Green Team and Global Sustainability Team)
- **Creation of the role of Sustainability Ambassador**
- Outline of Company targets related to sustainability from which projects are developed by each department
- Inclusion of the present document in the Company's Welcome Kit together with a dedicated test for new employees
- Integration of the corporate policy with an environmental part and publication of the document on our website, available to stakeholders

11. Doing Good & Community

- The Company is actively engaged in multiple charitable activities, which aim to promote well-being, social equity and equal opportunities, and to support the most vulnerable members of the community.
- The Company promotes the integration of social and environmentally sustainability activities to mutually strengthen and develop their overlapping themes

- **The company annually supports the donation of employee hours to volunteer activities. In 2023, about 800 employee hours were donated for solidarity activities, paid for by the company**
- **The company annually promotes a Doing Good project to be proposed to the YOGI Foundation**
- The company promotes the presence of company working groups that encourage the promotion of solidarity activities (Doing Good Ambassadors) and the integration of improvement proposals and interdepartmental projects (Employee Collaboration Team)
- **Joining the Imola Municipality's project, summarized as "adopt a traffic roundabout," was an opportunity that TeaPak turned into another significant step on the sustainability journey. TeaPak participates to the construction and maintenance, the cleaning of the areas surrounding the company and of the roundabout, giving active support to the public institution and thus consolidating a collaboration already positively initiated with the municipal body**
- A full list of current actions is listed in our *"Catalogue of Sustainability – Doing Good Actions"*, attached to this document

12. Becoming a Benefit Society

On Friday 9 July 2021 TeaPak became a Benefit Society, changing its name from TeaPak s.r.l to TeaPak s.r.l SB. Becoming a benefit Company means going beyond the mere logic of profit, pursuing aims of common benefit by committing ourselves - also in the articles of association - to operate in an ethical, responsible and sustainable manner, respecting our employees, the environment, our customers and suppliers and supporting the local community.

13. Impact report

In March 2023 the Company released its third impact report, as required by Italian legislation regarding Benefit companies. The impact report is a formal document, available on the public Company website ([TeaPak srl SB website](#)) in which its common benefit intentions are declared, together with the actions put in place to achieve them, and the KPIs suitable for their measurement.

14. B-Corp Certification

In 2022 TeaPak achieved B-Corp certification, demonstrating that it fulfils high standards in terms of transparency, accountability and sustainability in addition to profit goals, ensuring that it operates for the benefit of the community and the environment. The Company achieved B-Corp certification with a final score of 108.5 out of a maximum of 200 points. The certification investigates 5 areas (Governance, Environment, Suppliers, Workers and Community), providing to the Company its progress in terms of sustainability and impact in these 5 areas. The standard used in the B-Corp certification is also used by the Company as a standard for measuring its impact and the results have been included in the Impact Report.

15. Planned activities for 2024

15.1. Packaging, Finished Good & Company Processes

- Implement activities to reduce residual plastic materials in the finished good
- Feasibility study for reducing the weight of different packaging materials
- Feasibility studies for converting packaging currently disposable in undifferentiated collection to a paper-recyclable or lower environmental impact alternative
- Feasibility study for using only monomaterials as packaging materials, where possible, to facilitate the recycling process
- Feasibility study for the application of the Oxyless treatment to raw materials for the protection and treatment against mold and yeast. This project could avoid reliance on third-party suppliers or the disposal of infected raw material, that cannot be used in production
- Stakeholder engagement activities with key suppliers of packaging materials
- Feasibility study for replacing winter Company clothing with GOTS-certified cotton (or other sustainable certification)

15.2. Transportation, Energy, Water & Waste management

- Feasibility study for a Company energy independence
- Feasibility study for the installation of a charging station for electric bikes
- Feasibility study for the installation of a new charging station for electric cars
- Performance of chemical/physical analysis of wastewater for verification of compliance with parameters exempt from the Unique Environmental Authorization
- Feasibility study for the implementation of new circular economy projects
- Feasibility study for offsetting residual CO₂ resulting from employee commuting
- Installation of moisture sensors in the soil to irrigate only when necessary
- Feasibility study for installation of water reserve bags in the trees in the green area to reduce the need for irrigation
- Feasibility study for the implementation of ISO 50001
- Feasibility study for installation of Grohe boilers

15.3. People, Education & Empowerment

- Choice of the theme "spirit" as the annual theme 2023, which will be developed throughout the year declined from all points of view of environmental and social sustainability, involving the main stakeholders (workers, cultural and solidarity associations of the territory)
- Training on Gender Equality topics
- Feasibility study for application to the 1% For the Planet program
- Initiation of monitoring the proper waste management by employees, including the possibility of receiving an environmental NC

16. Attachments

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- Sustainability Catalogue – Welfare Actions
 - Sustainability Catalogue – Doing Good Actions



TEAPAK - SUSTAINABILITY CATALOGUE
WELFARE ACTIONS

Actions	Details	ONU 2030 AGENDA GOALS
Free internal canteen for employees	Fully Paid meals by the company	  
Internal library	Library available to everyone : books made available by the employees themselves, magazines, manuals etc purchased by the company	 
Internal internet point available for everyone without a PC at home	Internet access and welfare platform for everyone , designed for employees without a PC workstation	
Business conventions	Discounts for all employees with various local structures	 
Personal ads for welfare (house hunting, baby-sitter hunting, homework help etc)	Possibility to put on the corporate bulletin board various ads for search/offer of goods and service	 
Yoga courses	Internal or external yoga courses , all fully charged to the company	
Sport/Team Building activities	Various activities during the year at the company's expense: recreational, sports, promotion of healthy lifestyle, solidarity activities, aggregation with families, meetings and business dinners	   
Herbal teas during business hours	Possibility to consume corporate herbal teas also during working hours	
Full access to training courses	Possibility for each employee to participate in training courses for acquisition/improvement/in-depth study of one's own job, and acquisition of new skills for new roles	  
Corporate tax return	Collection and return of personal income tax return documents	
Smart - working	Remote working to facilitate life/work time, compatible with the specified job	  
Delivery of personal parcels into the factory	Possibility of having personal parcels directly delivered to the company, in order to facilitate life / work times	 
Work experiences into the factory for all staff's children	Possibility of carrying out experiences of school / work alternations, curricular internships or post-graduate internships in line with company work activities	 
Timetable increase by 45%	Additional hours of paid work with the same increase as overtime hours and not as per CCNL	 
Welfare credit for all employees	On-top amount of salary, which can be spent on corporate welfare services	    
Anticipated severance pay outside regulatory and contractual obligations	Possibility of analyzing and possibly accepting requests for severance pay advances that go beyond company obligations	  
Hourly flexibility	Possibility to take advantage of the hourly flexibility beyond the established limits, for the compatible tasks	 
Osteopathic treatments inside the Company	Employees can take advantage of osteopathic treatments at the company's infirmary, thus avoiding having to go to external medical centre.	
Listening desk inside the Company	Listening desk available to employees, held by a Professional, completely paid by the Company	
Postural training	Postural training, led by an accredited personal trainer, carried out specifically for each department, to act on the specific posture and ergonomics of the different jobs	
Development of work-life balance services	Work-life balance services have been strengthened by activating: company courtesy car; car pick-up and drop-off for washing, tire changes, minor repairs, vehicle service and review; laundry/ ironing services; locally sourced fruit and vegetables, activation of agreements with summer camps, language schools, etc., transport services for summer camps	 
Workshop and internal training regarding prevention and health	Workshops and training sessions regarding prevention and health have been organized, f.i: medical checkup, etc..	
Welcome gift	For each new birth, a welcome gift is sent to the employee	
Solidarity purchases through the company	Possibility to purchase solidarity products for holidays such as Christmas, Easter, Mother's Day through the company	  



TEAPAK - SUSTAINABILITY CATALOG DOING GOOD ACTIONS

Solidarity activity	Details	ONU 2030 AGENDA GOALS	
R E C C U R E N T	Copy shop works/ Bookbinding/Assembly/Archive	Social Cooperative Giovani Rilegatori: delivery of jobs such as prints, binding, various materials packaging	8 - GOOD EMPLOYMENT AND ECONOMIC GROWTH 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Disclosure of Solidarity Events	Posting on the company bulletin board for dissemination/knowledge and information of the solidarity activities of the territory	1 - DEFEATING POVERTY 2 - OVERCOMING WORLD HUNGER 3 - GOOD HEALTH 5 - GENDER EQUAL 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Internship in the company	Internship/Internships for students	4 - QUALITY EDUCATION 8 - GOOD EMPLOYMENT AND ECONOMIC GROWTH 11 - SUSTAINABLE CITIES AND COMMUNITIES
2 0 2 3	Solidarity favors for birthdays	Municipality of Imola - Art Bonus Redevelopment of Rocca di Imola: purchase and delivery of nr. 2 tickets each for Museums of Imola for each employee's birthday - in support of the Redevelopment of Rocca di Imola	10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Solidarity Purchases	Purchase in different time of the year by TeaPak and its employees of solidarity items to support their projects/activities or a specific project: - Ist. Oncologic of Romagna - Cystic Fibrosis Foundation - St. Catherine's Foundation - Bimbo Tu Ass.	1 - DEFEATING POVERTY 2 - OVERCOMING WORLD HUNGER 3 - GOOD HEALTH 4 - QUALITY EDUCATION 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES 15 - LIFE ON LAND
	Herbal teas Donation	Donations Herbal teas to: - Food Bank of Emilia Romagna - Ass. L.I.L.T. - Italian league for the fight against cancer - Imola branch - No Sprechi OdV - Ass. Volunteers Conselice pro-Flood Tuscany - Komen Italia - Municipality of Imola	1 - DEFEATING POVERTY 2 - OVERCOMING WORLD HUNGER 3 - GOOD HEALTH 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES 12 - RESPONSIBLE CONSUMPTION AND PRODUCTION
	Adoption of fruit trees, Apple and pear trees and fruit donation	Farm "Fiorentina di Sopra": adoption of their trees and donation of fruit to the local Association No Waste (No Sprechi ODV)	1 - DEFEATING POVERTY 2 - OVERCOMING WORLD HUNGER 10 - REDUCE INEQUALITIES 15 - LIFE ON LAND
	Donation of various production waste materials	Recycling and reuse of production waste material or material no longer in use (such as cardboard boxes, plastic bottle caps): - No Waste ODV (No Sprechi) - CEFA Onlus - Ass. Volunteers Conselice pro-Flood Tuscany - Imola Hospital (Pediatrics)	4 - QUALITY EDUCATION 11 - SUSTAINABLE CITIES AND COMMUNITIES 12 - RESPONSIBLE CONSUMPTION AND PRODUCTION
	Solidarity collections in the company of clothes and various objects	Donation to the Red Cross of Imola to be re-distributed to the vulnerable in various, on several occasions annually	1 - DEFEATING POVERTY 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES 12 - RESPONSIBLE CONSUMPTION AND PRODUCTION
	Donation for Material Purchase and Food Donation	Mano Tesa Social Cooperative Donation: - ToPurchase standardized trays for food transport for food recovery - Leftover of intact food from the in-house canteen	1 - DEFEATING POVERTY 2 - OVERCOMING WORLD HUNGER 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES 12 - RESPONSIBLE CONSUMPTION AND PRODUCTION
	Donation	Ass. For Women/Municipality of Fontanelice: financial donation for the realization of the Photographic Exhibition "Hands of Women" related to women workers/entrepreneurs in the Municipality of Fontanelice on the occasion of Women's Day	5 - GENDER EQUAL 8 - GOOD EMPLOYMENT AND ECONOMIC GROWTH 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Donation	Financial donation in support of local associations Singers and Dancers of Romagna and Imagined Workshop Cultural Association (Officina Immaginata) for their annual local activities	11 - SUSTAINABLE CITIES AND COMMUNITIES
	Donation	Donation to Ass. Cuberdon for purchase of materials and pottery teacher's hours for workshop dedicated to disabled and mentally disadvantaged people	4 - QUALITY EDUCATION 5 - GENDER EQUAL 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Donation	In support of research, care and psychological support: - Komen Italy - Bimbo Tu Onlus - Oncological Institute of Romagna	3 - GOOD HEALTH 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Volunteer Hours	751 hours supporting the flood victims of Emilia Romagna: - volunteering at No Sprechi Onlus: handling incoming and outgoing materials - volunteering at roads, homes, towns, cities deeply damaged by flooding	1 - DEFEATING POVERTY 3 - GOOD HEALTH 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Volunteer Hours	106 hours to various Local Ass. + Food Bank: - Full-day employee solidarity (at various Associations); - In supermarkets in support of National Food Collection Day for The Food Bank.	1 - DEFEATING POVERTY 2 - OVERCOMING WORLD HUNGER 3 - GOOD HEALTH 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Donation	OAKS RUGBY AMATEUR SPORTS SOCIETY A R: in support of the educational campaign at schools in the District	3 - GOOD HEALTH 4 - QUALITY EDUCATION 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Donation	The Master Musicians: for the implementation of the Concert Barter (to collect long-life food) to be donated to local association to distribute to people in need	1 - DEFEATING POVERTY 2 - OVERCOMING WORLD HUNGER 3 - GOOD HEALTH 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Material Donation	No Waste Onlus: all long-expiring products collected through Concert Barter	1 - DEFEATING POVERTY 2 - OVERCOMING WORLD HUNGER 3 - GOOD HEALTH 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
Donation	IC4 COMPRENSIVE INSTITUTE: in support of educational activities.	4 - QUALITY EDUCATION 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES	
Donation	St. Catherine Foundation: in support of the St. Joseph Greenhouse for paving the outdoor area of the Greenhouse and the Sensory Garden to enable access even for people in wheelchairs or with walking difficulties	3 - GOOD HEALTH 5 - GENDER EQUAL 9 - INDUSTRY, INNOVATION AND INFRASTRUCTURE 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES 15 - LIFE ON LAND	

Revision n°	Date	Rationale
01	07/05/2021	First emission
02	31/12/2021	Annual review
03	31/12/2022	Annual review
04	31/12/2023	Annual review



TeaPak s.r.l. SB • Imola

TeaPak, where *Yogi* becomes real.

TeaPak s.r.l. SB • Via Bicocca, 15/L • 40026 - Imola (BO) • Italy

VAT Number and Tax code 02171691203

Tel: 0542 484300

Mail: teapak@yogiproducts.com • P.E.C.: teapak@pec.teapak.com

Website: www.teapak.com

Share capital, fully paid up: € 5.090.000 i.v. • Companies Registration Office of Bologna n. 418480 •

Directing Company is YOGI TEA GmbH