



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.....	5
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.....	6
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
6. Transportation	8
7. Stakeholder Engagement	9
7.1. Stakeholder Engagement project.....	9
8. Environmentally Friendly Purchases	9
8.1. Office supplies.....	9
8.2. Staff Gifts and Equipment	10
8.3. Cleaning and staff hygiene	10
8.4. Canteen and food supplies.....	10
9. Environmentally friendly actions	10
9.1. Business travel & employees commuting	10
9.2. « TeaPak Saves Trees » program.....	11
9.3. Practices for reuse and extension of end-life materials used in the production process	12
9.4. Remote working.....	12
10. Certifications	12
11. Calculation of our Carbon Footprint	12
11.1. Actions to reduce our Carbon Footprint	12
12. People & Empowerment	13
12.1. People	13
12.2. Education & Empowerment.....	13
13. Doing Good & Community	14
14. Becoming a Benefit Society	15
15. Impact report	15
16. B-Corp Certification	15
17. Planned activities for 2025	15
17.1. Packaging, Finished Good & Company Processes	15
17.2. Transportation, Energy, Water & Waste management.....	16
17.3. People, Education & Empowerment	16
18. Attachments	16

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
 - 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 (building management system)
 - Installation of two additional electricity meters in order to have a more accurate reading of electricity consumption and optimize the consumption
 - **Installation of a control unit in the compressor room in order to timely monitor the energy consumption curve of each compressor, so as to optimize consumption**
 - **Implementation within the BMS system of work cycle control of AHUs (air handling units) to optimize indoor/outdoor air changes with the ultimate goal of perfecting their efficiency and energy consumption**
 - **Implementation of more accurate and timely monitoring using BMS to monitor consumption trends and take action to optimize them**
 - Elimination of fossil fuel heating system
 - Use of renewable energy and reduction of fossil fuel use
 - 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/>
- **Performed a feasibility study for achieving Company energy independence**

1.3. Staff support services

- Installation of charging points for electric cars
- **Performed a feasibility study for the installation of a charging station for electric bikes**
- 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
- 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](#))
- Implementation of dedicated bins for proper recycling of paper coffee cups and plastic coffee stir sticks

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
 - 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
 - **Bags in polyacrylate materials from the blending department**
 - 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 2024 turned out to be 3,730 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 2024, for the fourth consecutive 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 recycling collection performance observed within the Company appears to be well structured and above the average obtained in other national and regional areas. As a result of the 2024 analysis, a new separate collection of bags in polycrylate material used in our mixing department has been set up, and a separate collection for non-hazardous electronic devices in the maintenance department has been created. Also evident in the collection the percentage of the class "production label roll" (glassines) found is almost zero, 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
- 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 (>20%)
- 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

5. Sustainable manufacturing processes

- Selection of suppliers that favor the integration of their business with sustainability programs, including in their assessment also variables directly related to sustainability (certifications, projects, actions and concrete commitment)
- 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 Code of Conduct, Code of Ethics and Sustainability Best Practices with suppliers
- Sharing of a sustainability questionnaire with suppliers, to involve them in sustainability projects and to let a moment of self-evaluation.
- Removal of plastic bags for paper collection, replaced by recycled paper and cardboard bags recycled from the manufacturing process
- Use of paper scotch tape in some production processes to encourage proper recycling of paper materials (previously made more difficult by the presence of plastic scotch tape on cardboard)
- 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
- **Introduction of environmental non-conformances for employees in case of behaviors unfavorable to environmental sustainability in the company**
- **Drafting of a sustainable procurement management policy**

6. Transportation

- Shipment and transport of the final product by train
- Transportation optimization with suppliers (no use of half pallets, no use of corners, 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 and 2024. This award was given for the reduction of products and transportation impact, achieved by raising one row of cartons in the box pallet

- Purchase from local (Italian) suppliers to reduce greenhouse gas emissions related to transport
- Suppliers are also requested to prefer, for the transportation of goods, the way of transportation with the least environmental impact, according to the feasibility of transportation

7. 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.

7.1. Stakeholder Engagement project

Cartotecnica Jesina

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

8. Environmentally Friendly Purchases

8.1. 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)
- **Purchase of refurbished business tablets and cell phones from local vendors**

8.2. 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)

8.3. 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 working clothing to GOTS-certified cotton. **In progress the conversion of winter company working clothing to GOTS (or other sustainability certification)**

8.4. 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

9. Environmentally friendly actions

9.1. Business travel & employees commuting

- The Company is committed to limiting business trips in order to reduce the environmental impact of fuel consumption and its consequent pollution
- Donation of “miles” acquired through airline travel to organizations that undertake projects to compensate for fuel emissions
- Payment of CO₂ emissions compensation fees for business travel by plane, also of the back home travels of our Sinhalese workers, through [myclimate](#)

- Compensation for business travel also by car/buses, through [myclimate](#)
- **Offsetting emissions from employees' home-to-work transportation through [myclimate](#)**
- Remote working arrangements made for employees who can benefit from it
- Encouragement in the use of virtual meeting technologies to reduce traditional type meetings
- Designation of a Mobility Manager from 2021 with creation of a home-work travel plan
- Development of an annual internal survey related to home-work trips to ease alternatives to car use
- Encourage car-sharing among employees
- 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

9.2. « 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
- Reuse of unused printed material for other purposes
- Use of electronic devices (computers, tablets, etc.) for agendas and note-taking during meetings
- 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®

9.3. 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
- **Donation of business PC and PC supports to schools**

9.4. 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

10. 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

11. 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 2025 and in the following years, aimed at reducing the Company's total emissions.

11.1. 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
- **A digital form, available to employees, was introduced in 2024 for the submission of ideas to reduce corporate carbon footprint**

12. 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

12.1. 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

12.2. 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, Gender Equality 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)
- 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

13. 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 2024, about 600 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 soidarity 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

14. 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.

15. 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.

16. 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.

17. Planned activities for 2025

17.1. Packaging, Finished Good & Company Processes

- Implement activities to reduce residual plastic materials in the finished good (Loose Tea and envelope's barrier)
- Feasibility study for further reduction of the weight of different packaging materials (tag and boxes)
- Kick-off, following a feasibility study carried out in 2024, of the project for converting packaging currently disposable in undifferentiated collection to a paper-recyclable or lower environmental impact alternative
- Kick-off, following a feasibility study carried out in 2024, of the project 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
- Adaptation to EUDR and PPWR regulations to reduce deforestation and promote the development of sustainable packaging, including end-of-life packaging

- Study of functional barriers to minimize or replace residual amounts of plastic and refining the performance of materials on the products they contain
- Study of product ratio to optimize space in the product
- Validation of organization carbon footprint through ISO14064-1
- Participation in setting global targets for reducing the group's carbon footprint
- B Corp recertification
- Participation in the 5.0 transition plan

17.2. Transportation, Energy, Water & Waste management

- Unique Environmental Authorization (AUA) update for wastewater classification review
- Implementation of new circular economy projects, following a feasibility study carried out
- 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
- Implementation of ISO 50001 in integrated health, safety and environment management system (2025)
- Replacement of the alcohol used in cleaning processes with the product "Aquasol." The product is inside 20L tanks (as opposed to the current 5L tanks) that can be refilled so that waste is eliminated. The product is environmentally friendly, being composed of 99.83% pure water and 0.17% potassium hydroxide KOH

17.3. People, Education & Empowerment

- Choice of the theme " Diversity Equity Inclusion (DEI)" " as the annual theme 2025, 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 establishing sustainability roundtables with local companies
- Graphic and document review of Company sustainability documents and of the sustainability area of the Company website
- Support in the drafting of the YOGI ESG report
- Pre-audit of the ISO 45003 "Psychological health and safety in the workplace" standard
- Self-assessment ISO 30415 - Human Resources Management – Diversity, Equity and Inclusion

18. Attachments

- Sustainability Catalogue – Welfare Actions
- Sustainability Catalogue – Doing Good 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	
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	
Employee personal ads board	Possibility to share initiatives, events, meetings and any other information (exchange/sale of various objects, baby sitting, etc...) also on behalf of family and friends	
Car pooling	Car pooling between employees is encourage, in order to reduce pollution and thus have a lower environmental impact . Greater socialisation is also created, as people can share their experiences during the journey	
Administrative brochure	An information brochure on major P&C administrative topics (e.g. payroll, severance pay, leave, welfare, etc.) is available in the reserved area for all employees.	
Parenting support brochure	Information brochure is available on the company notice board for all employees to support parenting concerning when and how to apply for the compulsory and optional leaves to which they are entitled	

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
	Solidarity favors for birthdays	Purchases of solidarity gadgets to give to employees on their birthday from Pollaiolo Sociale - La Tartaruga	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. - AISM - Italian Multiple Sclerosis Association - Antoniano Onlus	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. I.L.I.T. - Italian league for the fight against cancer - Imola branch - No Sprechi OdV - Komen Italia - Municipality of Imola - Caritas of Imola - Imola Sacmi Avs athletics - Cystic Fibrosis Foundation - Tedex - Red Cross of Imola - Bimbo Tu Ass. - AISM - Italian Multiple Sclerosis Association	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)	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 Capuchin Friars Mission in Imola to be re-distributed to the weaker groups in the various annual occasions	1 - DEFEATING POVERTY 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES 12 - RESPONSIBLE CONSUMPTION AND PRODUCTION
	Donation for Material Purchase and Food Donation	No waste Odv (No Sprechi) Donation: - for purchasing solidarity panettone cakes to be distributed in their Emporium	1 - DEFEATING POVERTY 2 - OVERCOMING WORLD HUNGER 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES 12 - RESPONSIBLE CONSUMPTION AND PRODUCTION
	Donation	Officina Sant'Ermanno : financial donation for the realisation of the course "La fattoria delle voci" for physically and mentally disadvantaged young people who are members of the Association	5 - GENDER EQUAL 8 - GOOD EMPLOYMENT AND ECONOMIC GROWTH 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Donation	Financial donation to Ass. Per le Donne OdV in support of the course "Family Budgeting and Savings Management", aimed at women taken in by the association	4 - QUALITY EDUCATION 5 - GENDER EQUAL 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Donation	Donation to the Piratello Friars of Imola to support missions and humanitarian projects	1 - DEFEATING POVERTY 2 - OVERCOMING WORLD HUNGER 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Donation	In support of research, care and psychological support: - Komen Italy - Pollaiolo Sociale - La Tartaruga	3 - GOOD HEALTH 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Donation	OAKS RUGBY AMATEUR SPORTS SOCIETY A R : donazione a supporto della riprogettazione dei campi estivi con l'inserimento di laboratori di inglese, laboratori d'arte, ecc...	3 - GOOD HEALTH 4 - QUALITY EDUCATION 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES
	Volunteer Hours	608,50 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
Material Donation	No Waste Onlus : all products contained in the Christmas gifts received from suppliers	1 - DEFEATING POVERTY 2 - OVERCOMING WORLD HUNGER 3 - GOOD HEALTH 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES	
Donation	IC4 COMPREHENSIVE INSTITUTE : in support of educational activities.	4 - QUALITY EDUCATION 10 - REDUCE INEQUALITIES 11 - SUSTAINABLE CITIES AND COMMUNITIES	

2
0
2
4

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
05	31/12/2024	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@yogiproducs.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