

# MÖBELFAKTA'S REQUIREMENTS SPECIFICATION

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# 1 QUALITY

## 1.1 Safety/function

Safety/function is the collective term for the properties in the basic standards designated safety, strength and durability. Safety/function covers, and is separated into, the different environmental categories that an item of furniture is intended for and is tested for according to the relevant standard.

A valid test report/certificate from an accredited institute/laboratory/enterprise must be available to verify the safety/function requirements. A valid test report/certificate means that the item of furniture/component is tested according to applicable standards including normative annex and has not changed in significant respects since it was tested. It is possible to test according to preliminary standards during the revision process. This is only applicable where those preliminary standards are in the approval phase where no technical changes are allowed. Where applicable, there is a transition period for the current standard which in those cases are specified in the requirement.

### 1.1.1 Domestic environment

#### 1.1.1.1 Seating furniture

The following standard sets the requirements for an item of seating furniture for adults, intended for use in a domestic environment. The requirements apply to all types of seating for domestic use.

EN 12520:2016	Domestic furniture – Seating furniture – Strength, durability and safety requirements.
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#### 1.1.1.2 Tables

The following standard sets the requirements for a table for adults, intended for use in a domestic environment. The requirements apply to all types of tables for domestic use.

- Glass as a material is included in section 1.7.

EN 12521:2016	Domestic furniture – Tables – Strength, durability and safety requirements.
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#### 1.1.1.3 Storage units/kitchen/bathroom

The following standard sets the requirements for a storage unit intended for domestic use. Fittings for kitchens and bathrooms included. The requirements apply to all types of storage furniture including worktops for domestic use. The units may be either freestanding or attached to the wall/building.

- Kitchen drawers and doors should be tested at 80,000 cycles according to EN 16121:2013 table 5 level 2 and other storage furniture at 20,000 cycles.
- Glass as a material is included in section 1.7.

EN 14749:2016	Furniture for domestic and kitchen use – Storage units and work tops – Safety requirements and test methods.
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Alternatively:

EN 16121:2013 + A1:2018 Level 1	Non-domestic furniture - Storage furniture - Strength, durability and safety requirements.
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For other **freestanding storage furniture** such as magazine racks, coat hangers, etc. additional requirements as specified below apply:

EN 1023-2:2000*	<b>Office furniture - Screens - Part 2: Mechanical safety requirements</b>
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\*refers only to l stability only stability according to EN 1023-3:2000, 6.1

#### 1.1.1.4 Reclining furniture/mattresses

The following standard sets the requirements for reclining furniture or mattresses for adults, intended for domestic use

The requirements apply to the following types of reclining furniture and mattresses:

- Complete beds including relevant parts such as bedstead, bed base, mattress and overlay mattress.
- Bedstead with or without bed base.
- Bedstead with or without frame ends.
- Bed base.
- Mattress, including overlay mattress when applicable.

EN 1725:1998*	Domestic furniture – Beds and mattresses – Safety requirements and test methods.
EN 1957:2012	Domestic furniture - Beds and mattresses - Test methods for the determination of functional characteristics.
EN 1022:2018**	Domestic furniture – Seating – Determination of stability

\*Supplementary requirement is 20,000 cycles according to EN 1725:1998 item 7.3 and 25,000 cycles according to item 7.5.

\*\*Tests performed according to EN 1022:2005 are accepted until 2021-12-31.

#### 1.1.1.5 Bunk beds/high beds

The following standard sets the requirements on bunk beds/high beds for domestic use. The requirements include bunk beds and high beds with a width of  $\leq 1,200$  mm. The distance, from the floor to the upper surface of the bed base, shall be  $\geq 800$  mm. The main purpose of these requirements is to prevent accidents to children.

Other products that may be included in a bunk bed or a high bed, e.g. tables or storage units, are not included in the specification.

EN 747-1:2012 + A1:2015	Domestic furniture – Bunk beds and high beds – Part 1: Safety, strength and durability requirements.
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#### 1.1.1.6 Children's high chairs

The following standard sets the requirements on children's high chairs for domestic use. The requirements include two different categories; active and passive high chairs. Active chairs are chairs where the child is strapped into the chair and passive chairs are where the child is not strapped in. The type of chair must be specified.

The requirements for high chairs are based upon the chair being used by children aged 6-36 months

EN 14988: 2017	Children's high chairs - Part 1: Safety requirements
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### 1.1.1.7 Seating for children

The following standard sets the requirements for seating for children in domestic use. The requirement is based on that the furniture is used by children that is able to sit and walk by themselves up to 14 years.

The requirements is divided into 3 seating sizes based on age and body height

Seating size 1: 1-3 years

Seating size 2: 4-7 years

Seating size 3: 8-14 years

It applies to the seating function only. If the seating has additional functions or can be converted into other products, other relevant European Standards may apply.

The standard is developed under a mandate from the EU-Commission, M/527 (Children seats).

Standarden är utarbetad under mandat från EU kommissionen M/527 (Childrens seats) and it is inteded to be published in the OJEC.

FprEN 17191:2020\*

Seating for children – Safety requirements and test methods

*\*The standard is sent on formal vote and will be published without any technical changes during 2021.*

## 1.1.2 Non-domestic

### 1.1.2.1 Seating furniture

The following standard sets the requirements on seating furniture for adults intended for use in a non-domestic environment. The requirements apply to all types of seating for non-domestic use:

- Chair/armchair
- Stool
- Easy chair/sofa including corner and section combinations
- Bench

EN 16139:2013\*

Non-domestic furniture - Seating furniture - Strength, durability and safety requirements.

\*Furniture tested in accordance with EN 16139:2013 should be tested to at least level 1.

#### Load listing at higher user loads

With higher user weights, loads can be listed according to ISO 21015:2007 which means that the number of test loads in EN 16139: 2013 Table 1 should be listed using a factor which is directly proportional to the increase in load compared with the normal user weight of 110 kg. With user weights exceeding 110 kg the factors in Table 1 in EN 16139:2013 below should be listed: 1, 2, 4, 6, 8, 9, 10, 12, and 13. With user weights up to 160 kg factors/loads should be listed using a multiple of 1.4 and with user weights up to 200 kg by 1.8. Factor 14 in Table 1 in EN 16139:2013 should be selected according to level 2 with user weights exceeding 110 kg.

### 1.1.2.2 Tables

The following standard sets the requirements on a table for adults intended for use in a non-domestic environment. The requirements include all types of table for non-domestic use:

- Dining table
- Desk/work table, other non-office tables
- Coffee table
- Sideboard

Glass as a material is included in section 1.7.

EN 15372:2016\*  
Level 2

Non-domestic furniture - Tables - Strength, durability and safety requirements.

### 1.1.2.3 Storage furniture

The following standards set the requirements on a storage unit intended for use in a domestic environment. The requirements apply to all types of storage furniture for use in a domestic environment:

- Cupboard/cabinet/corner cupboard
- Chest of drawers/draw unit
- Bookshelf
- Bureau

Fittings:

- Base cabinet
- Wall cabinet
- High cabinet
- Worktops
- Coat hangers
- Magazine racks

The units may be either freestanding or attached to the wall/building.

EN 16121:2013 + A1:  
2018 Level 1

Non-domestic furniture – Strength, durability, stability and safety requirements.

For other **freestanding storage furniture** such as magazine racks, coat hangers, etc. additional requirements as specified below apply:

EN 1023-2:2000*	<b>Office furniture - Screens - Part 2: Mechanical safety requirements</b>
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\*refers only to l stability only stability according to EN 1023-3:2000, 6.1

#### 1.1.2.4 Kitchens & Bathrooms

The following standard sets the requirements for kitchens & bathrooms intended for use in a non-domestic environment  
The requirements apply to all types of storage furniture for kitchen & bathroom incl. worktops:

- Worktops
- Bench cupboard
- High cabinet
- Wall cabinet
- All cabinets including fittings.

Kitchen drawers and doors should be tested at 80,000 cycles according to EN 16121:2013 table 5 level 2.

EN 14749:2016*	Domestic and kitchen storage units and work tops - Safety requirements and test methods.
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Alternatively:

EN 16121:2013 + A1: 2018 Level 1	Non-domestic furniture - Storage furniture - Strength, durability and safety requirements.
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#### 1.1.2.5 Reclining furniture/mattresses

The following standard sets the requirements for reclining furniture or a mattress for adults for use in a non-domestic environment. These requirements are based on the European standard for domestic use, EN 1725:1998 including some tightening. The requirements apply to the following types of reclining furniture and mattresses:

- Complete beds including relevant parts such as bedstead, bed base, mattress and overlay mattress.
- Bedstead with or without bed base.
- Bedstead with or without frame ends.
- Bed base.
- Mattress, including overlay mattress when applicable.

EN 1725:1998*	Domestic furniture – Beds and mattresses – Safety requirements and test methods.
EN 1957:2012	Domestic furniture - Beds and mattresses - Test methods for the determination of functional characteristics
EN 1022: EN 1022:2018**	Domestic furniture – Seating – Determination of stability

\* Supplementary requirement is 20,000 cycles according to EN 1725:1998 item 7.3 and 25,000 cycles according to item 7.5.

\*\*Tests performed according to EN 15372:2008 are accepted until 2021-12-31.

### 1.1.2.6 Bunk beds/high beds

The following standard sets the requirements for bunk beds/high beds intended for use in a non-domestic environment.

The distance, from the floor to the upper surface of the bed base, shall be  $\geq 800$  mm. The main purpose of the requirements is to prevent accidents to children.

Other products that may be included in a bunk bed or a high bed, e.g. tables or storage units, are not included in the specification.

EN 747-1:2012 +  
A1:2015

Domestic furniture – Bunk beds and high beds – Part 1: Safety, strength and durability requirements.

### 1.1.2.7 Children's high chairs

The following standard sets the requirements on children's high chairs in non-domestic environments. The requirements include two different categories; active and passive high chairs. Active chairs are chairs where the child is strapped into the chair and passive chairs are where the child is not strapped in. The category of chair must be specified.

The requirements for high chairs are based upon the chair being used by children aged 6-36 months.

EN 14988-A1:2017

Children's high chairs - Part 1: Safety requirements

### 1.1.2.8 Seating for children

The following standard sets the requirements for seating for children in non-domestic use. The requirement is based on that the furniture is used by children that is able to sit and walk by themselves up to 14 years.

The requirements is divided into 3 seating sizes based on age and body height

Seating size 1: 1-3 years

Seating size 2: 4-7 years

Seating size 3: 8-14 years

It applies to the seating function only. If the seating has additional functions or can be converted into other products, other relevant European Standards may apply.

The standard is developed under a mandate from the EU-Commission, M/527 (Children seats).

Standarden är utarbetad under mandat från EU kommissionen M/527 (Childrens seats) and it is intended to be published in the OJEC.

FprEN 17191:2020\*

Seating for children – Safety requirements and test methods

*\*The standard is sent on formal vote and will be published without any technical changes during 2021.*



### 1.1.2.9 Screens

The following standard sets the requirements for partitions for non-domestic environments. The requirements cover stand-alone partitions. Declaring the equivalent sound-absorbing area and screen damping according to section 1.6 Acoustics is optional.

EN 1023-2:2000	Office furniture - Screens – Part 2: Mechanical safety requirements
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### 1.1.2.10 Sound absorbents

The following requirements apply for measuring and calculating a sound absorbent's acoustic performance. Products that are declared in **Acoustic Facts** fulfil the requirements listed in the specification. Acoustic performance data reported according to this specification can be used for calculating and dimensioning a room's acoustic performance.

In "Guide för ljudabsorbenter" ("Guide for sound absorbents") at [www.mobelfakta.se](http://www.mobelfakta.se) there are recommended minimum values for sound absorption capacity. Procuring organisations such as Kammarkollegiet (The Legal, Financial and Administrative Services Agency) use these recommended levels in their procurements.

#### Sound absorbing area

The below-specified standards for measuring and calculating acoustic performance the sound absorbing area of the sound absorbent shall be reported in the form of a diagram. Complete documentation on performed measurements and calculations in accordance with the standards above shall be kept available.

The requirements cover individual sound absorbents and larger composite surfaces (> 10m<sup>2</sup>) with several sound absorbents.

EN ISO 354:2003	Measurement of sound absorption in a reverberation room.
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Individual items are evaluated in accordance with the Swedish standard:

ISO 20189:2018*	Acoustics -- Screens, furniture and single objects intended for interior use -- Rating of sound absorption and sound reduction of elements based on laboratory measurements
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Larger surfaces (>10m<sup>2</sup>) made up of several sound absorbents should be evaluated in accordance with the Swedish and international standard:

SS-EN ISO 11654:1997	Acoustics - Sound absorbents for use in buildings - Rating of sound absorption
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\* Evaluations performed according to SS 25269:2013 are accepted until 2021-12-31.

### 1.1.2.11 Writing boards

The following standard sets the requirements for writing boards and is applicable for safety in normal use, the surface properties, durability of construction and ergonomics.

The requirements cover wall-mounted and stand-alone writing boards of the type writing boards and chalk boards, for educational institutions, offices, conference and board rooms.

EN 14434:2010	<p>Writing boards for educational institutions - Ergonomic, technical and safety requirements and their test methods</p> <p>When testing whiteboards in accordance with EN 14434:2010 the whiteboards should meet the standard requirements and minimum level 2 should achieved in terms of:</p> <ul style="list-style-type: none"> <li>- 7.2.3 Ability to write and erase</li> <li>- 7.3.2 Scratching</li> <li>- 7.4.2 Staining</li> <li>- 7.5.2 Colour degradation</li> </ul> <p>When testing whiteboards in accordance with EN 14434:2010 the whiteboards should meet the standard requirements and minimum level 2 should achieved in terms of</p> <ul style="list-style-type: none"> <li>- 8.3.3 Ability to write</li> <li>- 8.4.2 Scratching</li> <li>- 8.5.2 Staining</li> <li>- 8.6.2 Colour degradation</li> </ul>
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### 1.1.3 Office environment

<h4>1.1.3.1 Office work chairs</h4>	
<p>This specification sets the requirements for work chairs intended for use in office environments according to the European standards EN 1335-2 and -3. EN 1335-1 is specified in item 1.2. Dimensions</p> <p>The requirements include work chairs for office environments according to the following definition: An item of seating furniture for a single person with backrest and with or without armrest. The chair includes a revolving seat and adjustable height.</p> <p>The chairs are divided into three types – <b>A, B and C</b>.</p> <p>The type is determined by the adjustment possibilities given by dimensions according to EN 1335-1 (see also 1.2 Dimensions) and EN 1335-4. The requirements are based on being used eight hours a day by a person weighing 110 kg. When declaring a work chair, the chair's category must be specified as below.</p> <p>Type A: Seat – revolving, adjustable height, adjustable seating-depth and adjustable leaning.  Type B: Seat – revolving, adjustable height, fixed/adjustable seating-depth and fixed/adjustable leaning.  Type C: Seat – revolving, adjustable height, fixed/ adjustable seating-depth, fixed/ adjustable leaning. Backrest – fixed height.</p>	
EN 1335-2:2018*	Office furniture – office work chair – Part 2: Safety requirements

\* Tests performed according to EN 1335-2:2009 are accepted until 2021-12-31.

### 1.1.3.2 Work tables

This specification sets the requirements for a work table and writing table intended for use in an office environment according to the European standard EN 527-2. EN 527-1 is specified in the item 1.2. Dimensions. For tables equipped with an electric motor for adjusting table height, CE marking is a requirement.

When declaring office work tables, you should also specify the type of table referred to in the declaration, table for **sitting, standing or sit/stand**. You must also specify the degree of adjustability according to one of four categories **A, B, C and D** which are specified in EN 527-1:2011.

Type A: Fully adjustable

Type B: Height selectable

Type C: Fixed height

Type D: Limited adjustability or selectability

Include work tables and writing tables according to the following definition

- Tables intended for office work performed by a person.
- Storage units, which are included and coupled/fixed to the table shall be tested in applicable parts according to the applicable standards for storage furniture for offices.

EN 527-2:2016+A1:2019\*

Office furniture – Work tables and desks – Mechanical safety requirements

\* Tests performed according to EN 527-2:2016 are accepted until 2022-12-31.

### 1.1.3.3

The following standards set the requirements on an item of storage furniture for use in an office environment.

EN 14073-2:2004

Office furniture – Storage furniture – Part 2: Safety requirements

EN 16121:2013 + A1:2018 Level 1

Non-domestic furniture - Storage furniture - Strength, durability and safety requirements

For other **freestanding storage furniture** such as coat hangers or magazine racks, additional requirements as specified below apply

EN 1023-2:2000\*

Office furniture - Screens - Part 2: Mechanical safety requirements

\*Lateral stability only

### 1.1.3.4 Screens

The following standards establish the requirements that partitions for office environments should meet. The requirements cover stand-alone partitions. Declaring the equivalent sound-absorbing area and screen damping according to section 1.6 Acoustics is optional.

EN 1023-2:2000

Office furniture - Screens – Part 2: Mechanical safety requirements

### 1.1.3.5 Table mounted screens

The following standards set the requirements for screens intended for use in office environments. The requirements cover screens mounted on table tops for offices. It is also optional to declare equivalent sound-absorption area and screen damping according to section 1.6 Acoustics.

EN 1023-2:2000*	Office furniture – Partitions – Part 2: Mechanical safety requirements
EN 14073-2:2004**	Office furniture – Storage furniture – Part 2: Safety requirements

\*Load-bearing screen with loads according to EN 1023-2 and 2 times the manufacturer's maximum recommended weight.

\*\* Horizontal force 80 N 100 mm from top edge of screen according to EN 14073-2, after testing should be adjustable to original position, damage criteria: breakage, deformation, stability. Vertical force 200 N function and 300 N safety (10 x 10 seconds), 100 mm from edge of screen, damage criteria: no breakage. General exception for lightweight screens where  $mgh \leq 65 \text{ Nm}$ ,  $m = \text{mass (kg)}$ ,  $g = \text{gravitational acceleration (m/s}^2\text{)}$ , height above floor to the screen's centre of gravity (m).

### 1.1.3.6 Sound absorbents

The following requirements apply for measuring and calculating a sound absorbent's acoustic performance. Products that are declared in **Acoustic Facts** fulfil the requirements listed in the specification. Acoustic performance data reported according to this specification can be used for calculating and dimensioning a room's acoustic performance.

In "Guide för ljudabsorbenter" ("Guide for sound absorbents") at [www.mobelfakta.se](http://www.mobelfakta.se) there are recommended minimum values for sound absorption capacity. Procuring organisations such as Kammarkollegiet (The Legal, Financial and Administrative Services Agency) use these recommended levels in their procurements.

#### Sound absorbing area

The below-specified standards for measuring and calculating acoustic performance the sound absorbing area of the sound absorbent shall be reported in the form of a diagram. Complete documentation on performed measurements and calculations in accordance with the standards above shall be kept available.

The requirements cover individual sound absorbents and larger composite surfaces (> 10m<sup>2</sup>) with several sound absorbents.

EN ISO 354:2003	Measurement of sound absorption in a reverberation room.
Individual items are evaluated in accordance with the Swedish standard:	
ISO 20189:2018*	Acoustics -- Screens, furniture and single objects intended for interior use -- Rating of sound absorption and sound reduction of elements based on laboratory measurements
Larger surfaces (>10m <sup>2</sup> ) made up of multiple objects should be evaluated in accordance with the Swedish and international standard:	
SS-EN ISO 11654:1997	Acoustics - Sound absorbents for use in buildings - Rating of sound absorption

\* Evaluations performed according to SS 25269:2013 are accepted until 2021-12-31.

### 1.1.3.7 Writing boards

The following standard establishes the requirements for writing boards and is applicable for safety in normal use, the surface properties, durability of construction and ergonomics.

The requirements cover wall-mounted and stand-alone writing boards of the type writing boards and chalk boards, for educational institutions, offices, conference and board rooms.

EN 1434:2010	<p>Writing boards for educational institutions - Ergonomic, technical and safety requirements and their test methods</p> <p>When testing whiteboards in accordance with EN 14434:2010 the whiteboards should meet the standard requirements and minimum level 2 should achieved in terms of</p> <ul style="list-style-type: none"><li>- 7.2.3 Ability to write and erase</li><li>- 7.3.2 Scratching</li><li>- 7.4.2 Staining</li><li>- 7.5.2 Colour degradation</li></ul> <p>When testing chalk board in accordance with EN 14434:2010 the writing boards should meet the standard requirements and minimum level 2 should achieved in terms of</p> <ul style="list-style-type: none"><li>- 8.3.3 Ability to write</li><li>- 8.4.2 Scratching</li><li>- 8.5.2 Staining</li></ul>
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## 1.1.4 Educational environments

School environment refers to the educational environment such as classrooms including preschool

For other types of furniture – not in classrooms – following applies:

Workplaces: 1.1.3 Office environment

Others: 1.1.2 Non-domestic

### 1.1.4.1 Seating furniture

The following standards set the requirements for chairs/seating furniture intended for use in school environments.

- Student chairs in classrooms

EN 1729-2:2012+  
A1:2016\*

Furniture - Chairs and tables for educational institutions - Part 2: Safety requirements and test methods.

### 1.1.4.2 Seating for children

The following standard sets the requirements for seating for children in domestic use. The requirement is based on that the furniture is used by children that is able to sit and walk by themselves up to 14 years.

The requirements is divided into 3 seating sizes based on age and body height

Seating size 1: 1-3 years

Seating size 2: 4-7 years

Seating size 3: 8-14 years

It applies to the seating function only. If the seating has additional functions or can be converted into other products, other relevant European Standards may apply.

The standard is developed under a mandate from the EU-Commission, M/527 (Children seats).

Standarden är utarbetad under mandat från EU kommissionen M/527 (Childrens seats) and it is intended to be published in the OJEC.

FprEN 17191:2020\*

Seating for children – Safety requirements and test methods

*\*The standard is sent on formal vote and will be published without any technical changes during 2021.*

### 1.1.4.3 Tables

The following standard sets the requirements for tables intended for use in education/school environments.

- Desk/work tables, other than those subject to office work requirements.

Glass as a material is included in section 1.7.

EN 1729-2:2012+  
A1:2016\*

Furniture - Chairs and tables for educational institutions - Part 2: Safety requirements and test methods.

#### 1.1.4.4 Storage

The following standard sets the requirements for storage furniture intended for use in education/school environments. The requirements apply to all types of storage furniture:

- Cupboard/cabinet/corner cupboard
- Chest of drawers/draw unit
- Bookshelf
- Bureau

Fittings:

- Base cabinet
- Wall cabinet
- High cabinet
- Worktops
- Coat hangers
- Magazine racks

The furniture may be either freestanding or attached to the wall/building.

SS-EN 16121:2013\*\*  
+ A1: 2018 Level 1

Non-domestic furniture – Storage furniture – Strength, durability and safety requirements.

For other **freestanding storage furniture** such as magazine racks, coat hangers, etc. additional requirements as specified below apply:

EN 1023-2:2000\*

**Office furniture - Screens - Part 2: Mechanical safety requirements**

*\*refers only to stability according to EN 1023-3:2000, 6.1*

#### 1.1.4.5 Children's high chairs

The following standards establish the requirements on children's high chairs in school environments. The requirements for high chairs include two different categories; active and passive high chairs. Active chairs are chairs where the child is strapped into the chair and passive chairs are where the child is not strapped in. The category of chair must be specified.

The requirements for high chairs are based upon the chair being used by children aged 6-36 months.

EN 14988: 2017

Children's high chairs - Part 1: Safety requirements

#### 1.1.4.6 Partitions

The following standards establish the requirements that a partition for educational institutions should meet. The requirements cover stand-alone partitions. Declaring the equivalent sound-absorbing area and screen damping according to section 1.6 Acoustics is optional.

EN 1023-2:2000

Office furniture - Screens – Part 2: Mechanical safety requirements

#### 1.1.4.7 Sound absorbents

The following requirements apply for measuring and calculating a sound absorbent's acoustic performance. Products that are declared in **Acoustic Facts** fulfil the requirements listed in the specification. Acoustic performance data reported according to this specification can be used for calculating and dimensioning a room's acoustic performance.

In "Guide för ljudabsorbenter" ("Guide for sound absorbents") at [www.mobelfakta.se](http://www.mobelfakta.se) there are recommended minimum values for sound absorption capacity. Procuring organisations such as Kammarkollegiet (The Legal, Financial and Administrative Services Agency) use these recommended levels in their procurements.

##### Sound absorbing area

The below-specified standards for measuring and calculating acoustic performance the sound absorbing area of the sound absorbent shall be reported in the form of a diagram. Complete documentation on performed measurements and calculations in accordance with the standards above shall be kept available.

The requirements cover individual sound absorbents and larger composite surfaces (> 10m<sup>2</sup>) with several sound absorbents.

EN ISO 354:2003

Measurement of sound absorption in a reverberation room.

Individual items are evaluated in accordance with the Swedish standard:

ISO 20189:2018\*

Acoustics -- Screens, furniture and single objects intended for interior use -- Rating of sound absorption and sound reduction of elements based on laboratory measurements

Larger surfaces (>10m<sup>2</sup>) made up of multiple objects should be evaluated in accordance with the Swedish and international standard:

SS-EN ISO  
11654:1997

Acoustics - Sound absorbents for use in buildings - Rating of sound absorption

\* Evaluations performed according to SS 25269:2013 are accepted until 2021-12-31.



### 1.1.4.8 Writing boards

The following standard establishes the requirements for writing boards and is applicable for safety in normal use, the surface properties, durability of construction and ergonomics.

The requirements cover wall-mounted and stand-alone writing boards of the type writing boards and chalk boards, for educational institutions, offices, conference and board rooms.

EN 14434:2010	<p>Writing boards for educational institutions - Ergonomic, technical and safety requirements and their test methods</p> <p>When testing whiteboards in accordance with EN 14434:2010 the writing boards should meet the standard requirements and minimum level 2 should achieved in terms of</p> <ul style="list-style-type: none"> <li>- 7.2.3 Ability to write and erase</li> <li>- 7.3.2 Scratching</li> <li>- 7.4.2 Staining</li> <li>- 7.5.2 Colour degradation</li> </ul> <p>When testing chalk boards in accordance with EN 14434:2010 the writing boards should meet the standard requirements and minimum level 2 should achieved in terms of</p> <ul style="list-style-type: none"> <li>- 8.3.3 Ability to write</li> <li>- 8.4.2 Scratching</li> <li>- 8.5.2 Staining</li> </ul>
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## 1.1.5 Outdoor

### 1.1.5.1 Seating furniture

The following standards set the requirements for seating for adults mainly intended for use in outdoor environments. The requirements include all types of outdoor seating intended for camping, domestic and non-domestic environments.

Seating furniture loungers, sun-beds, etc. shall fulfil the requirements according to section 3. Requirements and test sequence for stability and function are in standard EN 581-2.

EN 581-1:2017 + EN 581-2:2015	Outdoor furniture – Seating and tables for camping, domestic and contract use – Part 1: General safety requirements. Part 1: General safety requirements
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### 1.1.5.2 Tables

The following standards set the requirements for a table for adults intended for use in outdoor environments. The requirements include all types of tables for outdoor use in camping, domestic and non-domestic environment.

EN 581-1:2017 + EN 581-3:2017	Outdoor furniture – Seating and tables for camping, domestic and non-domestic use. Part 1: General safety requirements
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## 1.2 Dimensions

Dimensions can be attributed to two groups of standards; safety/function and ergonomics. The standards related to safety are found in item 1.1 Safety/function. They are relevant when testing furniture of the respective type of furniture.

### 1.2.1 Office furniture

The following standards set the requirements for the types of furniture that have separate standards with requirements for ergonomics. That is work chairs, work tables and screens, all in the office environment use class.

#### 1.2.1.1 Office work chairs

The following standards set the requirements for work chairs intended for use in office environments with respect to dimensions.

Work chairs for offices can be divided into three categories – **A, B and C**.

The categorisation is determined by the chair's adjustment possibilities that are determined in the dimensional requirements in EN 1335-1 and CEN/TR 1335-4. The requirements are based on being used eight hours a day by a person weighing 110 kg. When declaring a work chair, the chair's category must be specified as below.

Type A: Seat – revolving, adjustable height, adjustable seating-depth and adjustable leaning.

Type B: Seat – revolving, adjustable height, fixed/ adjustable seating-depth, fixed/ adjustable leaning.

Type C: Seat – revolving, adjustable height, fixed/ adjustable seating-depth, fixed/ adjustable leaning. Backrest – fixed height.

EN 1335-1:2000	Office furniture – Office work chair – Part 1: Determination of dimensions.
CEN/TR 1335-4:2010	Office work chair – Part 4: Clarifications to EN 1335-1. (Dimensions)

#### 1.2.1.2 Office work tables

The following standards set the requirements for work tables for use in an office environment with respect to dimensions.

When declaring office work tables, you should also specify the type of table referred to in the declaration, table for **sitting, standing or sit/stand**. You must also specify the degree of adjustability according to one of four categories **A, B, C and D** which are specified in EN 527-1:2011.

Type A: Fully adjustable

Type B: Height selectable

Type C: Fixed height

Type D: Limited adjustability or selectability

EN 527-1:2011	Office furniture – Work tables and desks – Part 1: Dimensions.
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#### 1.2.1.3 Office screens

The following standards set the requirements for screens for use in office environments with respect to dimensions. The requirements cover stand-alone screens. Declaring the equivalent sound-absorbing area and screen damping according to section 1.6 Acoustics is optional.

SS-EN 1023-1:1996	Office furniture – Screens – Part 1: Dimensions.
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## 1.3 Surface resistance

Requirements for the surfaces of furniture apply to all varnished surfaces and to foiled or laminated hard surfaces. The requirements do not apply to surfaces treated with oil, wax or equivalent. Care and treatment recommendations should be provided with the furniture. Chromed and untreated surfaces are exempt. The requirements apply to all use classes.

### 1.3.1 Use classes – indoor

The following specification sets the requirements for the resistance of surfaces on furniture intended for use in indoor environments.

#### Application

Use class	Furniture surface		Requirements
Domestic	Seating furniture Tables Reclining furniture Storage furniture	Undercarriage - legs and frames Undercarriage - legs and frames Undercarriage - legs and frames Interior surfaces incl. drawer bottoms.	Requirement category 1
	Seating furniture Reclining furniture Storage furniture	Seats, backrests and arm rests Other surfaces excl. bases External surfaces	Requirement category 2
	Tables	Table tops	Requirement category 4
Non-domestic/offices	Seating furniture Tables Reclining furniture Storage furniture	Undercarriage - legs and frames Undercarriage - legs and frames Undercarriage - legs and frames Interior surfaces incl. drawer bottoms.	Requirement category 1
	Seating furniture Reclining furniture Storage furniture	Seats, backrests and arm rests Other surfaces excl. undercarriages External surfaces	Requirement category 2
	Table tops		Requirement category 4
	Table tops	Designed for restaurants, cafés, study environments, etc.	Requirement category 5
Kitchen and bathroom fittings		Interior surfaces and drawer bottoms, excluding shelves and bottoms	Requirement category 1
		Exterior surfaces, shelves and bottoms	Requirement category 3
	Worktop		Requirement category 6

		Requirement category					
		1	2	3	4	5	6
Testing	References						
Water 1)	EN 12720:2009+A1:2013	6 hours	16 hours	16 hours	24 hours	24 hours	24 hours
Fat 1)	EN 12720:2009+A1:2013	24 hours	24 hours	24 hours	24 hours	24 hours	24 hours
Fat + scratching 1)	SS 83 91 22: 2017	-	-	-	24 hours + 3 N	24 hours + 5 N	24 hours + 5 N
Scratching	SIS 83 91 17 2)*	-	3 N	3 N	3 N	5 N	5 N
	alt. EN 15186 3)	-	1,5 N	1,5 N	1,5 N	3 N	3 N
Alcohol 1)	EN 12720:2009+A1:2013	-	-	-	1 hour	1 hour	1 hour
Coffee 1)	EN 12720:2009+A1:2013	-	1 hour**	1 hour	1 hour	1 hour	1 hour
Dry heat 1)	EN 12722:2009+A1:2013	-	-	-	70° C	70° C	180° C
Wet heat 1)	EN 12721:2009+A1:2013	-	-	-	-	-	85° C
Heat to edges 1)	NS 8061: 1983	-	-	-	-	-	85° C
Assessment of edges 1)	SS 83 91 20 :2017	-	-	1 hour***	-	-	1 hour
Perspiration– acid and neutral 1) according to EN ISO 105-E04:2013	EN 12720:2009+A1:2013	-	1 hour****	-	-	-	-

1) = When grading, 4 is the lowest approved score.

2) = Max. scratch width 0.5 mm. Penetration of varnishing coating not acceptable.

3) = Max. scratch width 0.3 mm.

For laminates, requirements and testing according to EN 438-2, -3 are also accepted., should also include clauses 10, 16, 20, 25 and 26 with the same fluids as in the table above and wet heat according to EN 12721:2009. VGS is accepted for requirement category 1–5 level and level HGS is required for requirement category 6, level and testing of edge of finished board.

For melamine-faced boards, requirements and testing according to EN 14322:2017 are also accepted with fluids according the Table above.

\*Testing according to SS 83 91 17 are accepted until further notice

\*\* Applies to storage furniture - exterior horizontal surfaces

\*\*\* Applies to doors and draw fronts

\*\*\*\* Applies to armrests

### 1.3.2 Use classes – outdoor

The following specification sets the requirements for the resistance of surfaces on furniture intended for use in outdoor environments.

#### Application

Use class	Furniture surface		Requirements
Camping	Seating furniture Tables Reclining furniture	All surfaces	Requirement cat. 1
Domestic environment	Seating furniture Tables Reclining furniture	Undercarriage - legs and frames Undercarriage - legs and frames Undercarriage - legs and frames	Requirement cat. 1
	Seating furniture Seating and reclining furniture Storage furniture	Seats, backrests and armrests Other surfaces excl. undercarriage External surfaces	Requirement cat. 2
	Tables	Table tops	Requirement cat. 3
Non-domestic	Seating furniture Tables Seating and reclining furniture	Undercarriage - legs and frames Applies to those parts of the lower leg and legs that are accessible for wear Undercarriage - legs and frames Undercarriage - legs and frames	Requirement cat. 1
	Seating furniture Seating and reclining furniture	Seats, backrests and armrests Other surfaces excl. undercarriage	Requirement cat. 2
	Table tops	Table tops	Requirement cat. 3

		Requirement category		
		1	2	3
<b>Testing:</b>	<b>References:</b>			
Water 1)	EN 12720:2009+A1:2013	16 hours	24 hours	24 hours
Fat 1)	EN 12720:2009+A1:2013	24 hours	24 hours	24 hours
Alcohol 1)	EN 12720:2009+A1:2013	-	-	1 hour
Coffee 1)	EN 12720:2009+A1:2013	-	-	1 hour
Dry heat 1)	EN 12722:2009+A1:2013	-	-	70°C
Perspiration – acid and neutral 1) according to EN ISO 105-E04:2013	SS-EN 12722:2009+A1:2013	-	1 hour	-

1) When grading, 4 is the lowest approved score.

## Supplementary requirements for metal surfaces

Applies to furniture in steel, untreated and surface-treated.

Corrosion testing with salt spray according to method Salt spray EN-ISO 9227

Use class	Furniture surface	Requirements
Camping	All	6 hours. $\geq 5$ Assessment according to EN-ISO 10289
Domestic environment	All	24 hours. $\geq 5$ Assessment according to EN-ISO 10289
Non-domestic environment	All	72 hours. $\geq 5$ Assessment according to EN-ISO 10289

## 1.4 Fire

### 1.4.1 Upholstered seating furniture

The following standards set the requirements for upholstered seating furniture. The standard applies to all use environments except outdoor furniture explicitly for outdoor use only. As an alternative to a valid test report from an accredited laboratory, a certificate/product data sheet from the textile supplier is acceptable which proves that the textile has been tested and approved according to EN 1021:2014 with standard polyether (20-22 kg/m<sup>3</sup>) as padding. This requires the declared item of furniture to have polyether padding with a density equal to or greater than 22 kg/m<sup>3</sup>.

EN 1021-1:2014\*

Furniture – Assessment of the ignitability of upholstered furniture – Part 1: Ignition source: Smouldering cigarette.

### 1.4.2 Reclining furniture and mattresses

The following standard sets the requirements for beds or mattresses. The standard applies to all use environments except outdoor furniture explicitly for outdoor use only.

EN 597-1:2016

Furniture – Assessment of the ignitability of mattresses and upholstered bed bases – Part 1: Ignition source: Smouldering cigarette.

## 1.5 Upholstery

For furniture with upholstery, the following requirements on the upholstery shall be met. Applies to seating furniture, screen and sound absorbents. Not all the requirements below are applicable to screens and sound absorbents, see exceptions below.

### 1.5.1 Leather

This specification sets the requirements for a leather furniture upholstery. An alternative to the specified requirements specified in the table below is that the leather upholstery fulfils the requirements in SS-EN 13336:2012. The requirements do not apply for sheepskin. For artificial leather, requirements specified in 1.5.1.1.

Characteristics	Test method	Requirements:
Colour fastness to rubbing Decolouring and change in colour	EN ISO 11640:2018* EN ISO 11641:2012 – Artificial sweat  Assessment according to: EN ISO 105-A02:1993 and EN ISO 105-A03:1993 Assessment according to grey scale	<u>Aniline</u> - dry leather/dry fabric 50 cycles. ≥ 3-4 - wet leather/ dry fabric 20 cycles. ≥ 3-4 - sweat-soaked fabric 20 cycles. ≥ 3-4 <u>Semi-aniline</u> - dry leather/dry fabric 500 cycles. ≥ 4 - wet leather/ dry fabric 150 cycles. ≥ 3 - sweat soaked fabric 80 cycles. ≥ 3 <u>Surface-dyed</u> - dry leather/dry fabric 500 cycles. ≥ 4 - wet leather/ dry fabric 250 cycles. ≥ 3 - sweat soaked fabric 80 cycles. ≥ 3
Light fastness	EN ISO 105-B02:2014 Xenon arc light Assessment according to blue scale	Aniline ≥ 3 Semi-aniline ≥ 5 Surface-dyed: ≥ 5
Adhesion – surface finish**	EN ISO 11644:2009	- dry ≥ 2 N/10 mm - wet ≥ 2 N/10 mm
Flexing resistance	EN ISO 5402-1:2017	Aniline: Not applicable Other: 20,000 cycles No finish cracks permitted
Tear strength	EN ISO 3377-2: 2016	≥ 20 N
Determination of cold crack temperature of surface coatings	EN ISO 17233: 2017	Aniline: Not applicable Other: 10°C, No finish cracks permitted.
Colour fastness to water spotting	EN ISO 15700: 2000 EN ISO 105-A02:1993. Assessment No manual treatment before testing	≥ 3 No permanent swelling permitted

\*Tests performed according to EN ISO 11640 are accepted until 2021-12-31

\*\*The requirement is only applicable if there is a smooth surface layer that can be glued against a board without the glue penetrating the surface layer. The surface layer must also be > 15 µm for the requirement to be applicable.



### 1.5.1.1 Artificial leather

The following standards set the requirements for an artificial leather shall fulfil. An alternative to the specified requirements in the table is that the upholstery fulfils the requirement's in SS-EN 15618:2019+A1:2013 Level (with the deviation for Adhesion where level E applies and Tear strength where level C applies) regarding these properties.

Characteristics	Test method	Requirements:
Colour fastness to rubbing Decolouring and change in colour	SS-EN ISO 105-X12:2016	- dry $\geq 4$ - wet $\geq 4$
Light fastness	SS-EN IOS 105-B02:2014	$\geq 5$
Adhesion – surface finish	SS-EN ISO 2411:2017	- longitudinal $\geq 15$ N - transversal $\geq 15$ N
Tensile strength	SS-EN ISO 1421:2017	- longitudinal $\geq 250$ N/5cm - transversal $\geq 180$ N/5cm
Tear strength	ISO 4674-1:2016	- longitudinal $\geq 20$ N - transversal $\geq 20$ N *

*\*Applies only to artificial leather with fabric base.*

## 1.5.2 Textile (indoor furniture)

This specification sets all the requirements for textile upholstery intended for indoor use.

The requirements do not apply for webbing and mesh material. For artificial leather, see adapted requirements under 1.5.1.1.

Characteristics	Test method	Requirements: Domestic	Requirements: Non-domestic Office
Resistance to abrasion: - Change of colour - Change of appearance (Pile textiles) - Endpoint, two broken threads - Endpoint, two bald patches (Pile textiles)	EN ISO 12947-2:2017*	3 000 cycles. $\geq$ 3-4 10,000 cycles. $\geq$ 4 $\geq$ 35,000 cycles $\geq$ 35,000 cycles	3,000 cycles. $\geq$ 4 15,000 cycles. $\geq$ 4 $\geq$ 40,000 cycles $\geq$ 40,000 cycles
Fastness to piling**	EN ISO 12945-2:2000	5,000 cycles $\geq$ 3	5,000 cycles $\geq$ 3-4
Light fastness	EN ISO 105-B02:2014	$\geq$ 5	$\geq$ 5
Seam slippage (warp and weft)	EN ISO 13936-2:2004 Alternatively EN ISO 13936-3:2007	See "Seam slippage" under item 1.5.4	See "Seam slippage" under item 1.5.4
Colour fastness to chafing: - Staining/change of colour, dry - Staining, wet	EN ISO 105-X12:2016	$\geq$ 4 $\geq$ 3-4	$\geq$ 4 $\geq$ 3-4
Colour fastness to water wash: (Applies to washable upholstery) - Staining, multi-fibre - Change of colour - Staining of own material	EN ISO 105-C06:2010	$\geq$ 3-4 $\geq$ 4 $\geq$ 4-5	$\geq$ 4 $\geq$ 4 $\geq$ 4-5
Colour fastness to dry cleaning: (Applies to washable upholstery) - Staining, multi-fibre - Change of colour - Staining of own material	EN ISO 105-D01:2010	$\geq$ 3-4 $\geq$ 4 $\geq$ 4-5	$\geq$ 3-4 $\geq$ 4 $\geq$ 4-5
Colour fastness to water spotting: - Change of colour	EN ISO 105-E16:2007	$\geq$ 4	$\geq$ 4
Colour fastness to perspiration; acid and alkaline - Staining, multi-fibre - change of colour	EN ISO 105-E04:2013	$\geq$ 4	$\geq$ 4
Dimensional change - Applies to removable and washable upholstery (incl. water and dry cleaning)	EN ISO 5077:2008	See section "Dimensional change" under item 1.5.4	See section "Dimensional change" under item 1.5.4

For requirements with no measurement units, use the scale of 1-5, where 5 is best. For "Colour fastness to artificial light" the scale of 1-8 applies, where 8 is best.

\* Tests according to EN ISO 12947-2/AC:2006 are accepted until 2021-12-31

\*\*Textiles in wool can have an initial piling which decreases after a period of use, for approved results, piling should be  $\geq$  3-4 at 10,000 cycles

### 1.5.3 Textile (outdoor furniture)

This specification sets the requirements on textile upholstery intended for outdoor use.

The requirements do not apply for webbing and mesh material. For artificial leather, see adapted requirements under 1.5.1.1.

Characteristics	Test method	Requirements: Domestic environment	Requirements: Non-domestic use
Resistance to abrasion: - Endpoint, two broken threads	EN ISO 12947-2:2017*	15,000 cycles	30,000 cycles
Fastness to piling	EN ISO 12945-2:2000 5,000 cycles	≥ 3	≥ 3-4
Colour fastness to artificial light/exposure	EN ISO 105-B10:2011 method A, 500 h	≥ 4	≥ 4
Colour fastness to chafing: - Staining, dry - Staining, wet	EN ISO 105-X12:2002	≥ 4 ≥ 3-4	≥ 4 ≥ 3-4
Colour fastness to water wash: (Applies to washable upholstery) - Staining, multi-fibre - Staining of own material - Change of colour	EN ISO 105-C06:2010	≥ 3-4 ≥ 3-4 ≥ 4	≥ 4 ≥ 4 ≥ 4
Colour fastness to water spotting: - Change of colour	EN ISO 105-E16:2007	≥ 4	≥ 4
Colour fastness to sweat; acid and alkaline - Staining, multi-fibre - Change of colour	EN ISO 105-E04:2013	≥ 4 ≥ 4	≥ 4 ≥ 4
Dimensional change Applies to removable and washable upholstery (incl. water and dry cleaning)	EN ISO 5077:2008	See section "Dimensional change" under item 1.5.4	See section "Dimensional change" under item 1.5.4

\*Tests according to EN ISO 12947-2/AC:2006 are accepted until 2021-12-31

### Parasol, sun-shield etc.

Characteristics	Test method	Requirements: Domestic	Requirements: Non-domestic
Colour fastness to artificial light/exposure	EN ISO 105-B10:2011 method A, 500 h	≥ 4	≥ 4
Colour fastness to water wash: (Applies to washable upholstery) - Staining, multi-fibre - Staining of own material - Change of colour	EN ISO 105-C06:2010	≥ 3-4 ≥ 3-4 ≥ 4	≥ 4 ≥ 4 ≥ 4
Colour fastness to water spotting: - Change of colour	EN ISO 105-E16:2007	≥ 4	≥ 4
Break strength: - warp and weft	EN ISO 13934-1:2013	≥ 1,000 N	≥ 1,000 N
Tear strength: - warp and weft	EN ISO 13937-2	≥ 35 N	≥ 35 N

Dimensional change Applies to removable and washable upholstery (incl. water and dry cleaning)	EN ISO 5077:2008	See section "Dimensional change" under item 1.5.4	See section "Dimensional change" under item 1.5.4
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*For requirements with no measurement units, use the scale of 1-5, where 5 is best. For "Colour fastness to artificial light/exposure", the scale of 1-8 applies, where 8 is best.*

## 1.5.4 Terms

### Seam slippage

The textile supplier is required to specify seam slippage according to the standards listed in table 1.5.2. The furniture producer is responsible for providing covering and seams that are adapted to the textile's seam slippage for the purpose of producing sustainable upholstery.

### Dimensional changes

On furniture with removable and washable upholstery, the upholstery material/detail must be replaced in a manner that gives the furniture the correct appearance and function. The furniture manufacturer is responsible for meeting this requirement. The textile supplier is required to specify the dimension change in conjunction with washing as described above according to the standards listed in table 1.5.2 and 1.5.3.

### Labelling

Removable and washable upholstery must be labelled with washing instructions.

### Fire

The fabric must meet the requirements according to the standard EN 1021-1:2014\*. Furniture – Assessment of the ignitability of padded furniture – Part 1: Ignition source: Smouldering cigarette. This standard applies for all environments with the exception of partitions and outdoor furniture which is exclusively intended for outdoor use.

### Exceptions

Fabric upholstery material for partitions and sound absorbents is only subject to the requirements for light fastness according to 1.5.2. Webbing and mesh are materials not subject to the requirements for upholstery under 1.4 or Upholstery under 1.5.

### Sampling

When selecting fabric samples from a collection of fabrics for testing according to the standards in table 1.5.1, 1.5.2 and 1.5.3, a representative selection shall be taken which in scope can vary depending on the collection's variation in colours and patterns. Not all the variants of the fabric need to be tested and the selection should preferably be made in consultation with the testing laboratory that is performing the test. The principle for sampling is that the test results should be representative for the whole collection which is why different colours from light to dark should be tested and also different patterns if they vary. A sample can consist of 3 - 8 variants from the collection depending on its variation.

### Documentation

The furniture producer should be able to show documentation/test certificate, proving that the covering material included in Möbelfakta's furniture label meets the requirements. Documentation/test certificate must be issued by an independent testing laboratory or internal laboratory with the required expertise or a certificate from a subcontractor.

The documentation should be for the covering that is produced/delivered from time to time. If there is a change in the covering product that affects its function and characteristics, new tests as described above should be performed.

## 1.6 Acoustics

Requirements on the reporting of the acoustic performance of an item of furniture or sound absorbent are set in accordance with the standards below. Products that are declared in **Acoustic Facts** fulfil the requirements listed in the

specification. Acoustic performance data reported according to this specification can be used for calculating and dimensioning a room's acoustic performance.

In "Guide för ljudabsorbenter" ("Guide for sound absorbents") at [www.mobelfakta.se](http://www.mobelfakta.se) there are recommended minimum values for sound absorption capacity. Procuring organisations such as Kammarkollegiet (The Legal, Financial and Administrative Services Agency) use these recommended levels in their procurements.

The specification is mandatory for reporting the equivalent sound absorption area for sound absorbents **but is optional for other categories of furniture.**

An item of furniture that is used as a sound absorbing unit can be measured in accordance with the international standard:	
SS-EN ISO 354:2003	Measurement of sound absorption in a reverberation room.
Individual objects evaluated regarding equivalent sound absorption area in accordance with the Swedish standard:	
ISO 20189:2018*	Acoustics -- Screens, furniture and single objects intended for interior use -- Rating of sound absorption and sound reduction of elements based on laboratory measurements
Larger surfaces (>10 m <sup>2</sup> ) of multiple objects are evaluated in accordance with the new Swedish and international standard:	
SS-EN ISO 11654:1997	Acoustics - Sound absorbents for use in buildings - Rating of sound absorption
An item of furniture that is used as a screening-off unit shall be measured (optional) in accordance with international standard and are evaluated regarding screen damping in accordance with the Swedish standard:	
SS-ISO 10053: 2003	Acoustics - Screens or single objects - evaluation with regard to sound absorption and screen damping
ISO 20189:2018*	Acoustics -- Screens, furniture and single objects intended for interior use -- Rating of sound absorption and sound reduction of elements based on laboratory measurements

\*Evaluations performed according to SS 25269:2013 are accepted until 2021-12-31

### Equivalent sound-absorption area

The equivalent sound-absorption area [m<sup>2</sup> Sabine] must upon declaration be presented in a diagram in accordance with ISO 20189:2018 alternately SS-EN-ISO 11654:1997 This is a requirement for sound absorbents as a furniture category. Complete documentation of measurements performed and calculations in accordance with the standards above must be available.

### Screen damping

For an item of furniture that is used as a screening-off unit the screen damping  $\Delta L_s$  [dB] must be declared in a diagram in accordance with ISO 20189:2018. Complete documentation of measurements performed and calculations in accordance with the standards above must be available when the screen damping is declared.

\* Evaluations according to SS 25269:2013 accepted until 2021-12-31

## 1.7 Glass

Glass in furniture must meet the requirements in the respective standard for the appropriate furniture category and use class according to the standards given below. Alternately safety glass\* can be used.

SS-EN 14072:2003	Furniture – Glass in furniture – Test methods
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\*Glass meets the requirements on safety glass when:

- CE-marked according to 12150-2:2004 or
- the glass meets the fragmentation testing according to EN 12150-1:2015, section 8. or
- the glass breaks as described in EN 12600:2003 according to type B or type C.

## 2 ENVIRONMENT

### 2.1 Mandatory material requirements

**Exemptions from “Mandatory material requirements”:** Small, simple components such as Velcro, zipper, fabric straps, furniture pads and the like that are not made of PVC are not covered by the mandatory material requirements.

The manufacturer of the furniture must be able to provide collective documentation that proves the criteria in Möbelfakta’s material requirements below are met. There are templates for subcontractor certificates available for download at [www.mobelfakta.se](http://www.mobelfakta.se) which can be used as verification of fulfilment of the requirements.

#### 2.1.1 SVHC/ECHA’s candidate list

No chemicals included in ECHA’s candidate list of SVHC may be contained in levels of >0.1% by weight in the components, parts or chemicals that are included or used in the manufacturing of the furniture/product. See <https://echa.europa.eu/candidate-list-table>

#### 2.1.2 Wood and wood-based material

##### 2.1.2.1 Origin of wood-based material

Routines must be in place to ensure that wood and wood based material are traceable and come from legal and acceptable sources. Acceptable source means:

1. Has legal ownership and access rights.
2. Follows nationally and locally applicable laws and regulations regarding use, environment, labour and welfare, health and safety, and other parties' rights.
3. Pays the relevant taxes and charges related to use.
4. Follows CITES regulations (*only applicable to certain tree species, see the CITES website*).

##### 2.1.2.2 Formaldehyde in wood-based flat panels

Wood-based flat panels\* (particle boards, fibre boards (MDF, HDF), OSB, plywood and edge glued panels\*\* containing formaldehyde based components / additives must not emit more formaldehyde than 0.124 mg/m<sup>3</sup> (corresponding to E1 according to EN 13986) according to EN 717-1 or similar method\*\*\*.

\*The requirement does not apply to molded parts.

\*\*For certain types of boards (e.g. edge glued panels) reference may be made to the SDS for the adhesives used in the manufacture of the board.

\*\*\*E.g. gas analysis method (EN-717-2) or perforator method (EN-120).

## 2.1.3 Textile and leather

### 2.1.3.1 EU Ecolabel, Oeko-Tex & “Svanen”

If a valid certificate is available that proves all textile complies with EU Ecolabel 2009/567/EC or 2014/350/EU, then the textile requirements are considered to be fulfilled.

If a valid certificate is available that proves all textile/leather complies with Oeko-Tex standard 100 (I, II, III, IV) then the textile/leather requirements are considered to be fulfilled.

If there is a valid certificate available from “Svanen” (Nordic Ecolabelling of textiles, hides/skins and leather ver. 4 or later) for included leather and/or textiles then the requirements for the textile/leather referred to in the certificate are considered to be fulfilled.

### 2.1.3.2 Flame retardants in textile/leather

Valid product data sheet, EPD, product information, certificate from supplier or other documentation for all included textile/leather verifying that none of the flame retardants below have been actively added or that the levels do not exceed 0.1% by weight, must be available.

Polybrominated biphenyls (PBBs)	CAS: 59536-65-1
Decabromodiphenyl ether (dekaBDE)	CAS: 1163-19-5
Pentabromodiphenylether (pentaBDE)	CAS: 32534-81-9
Oktabromodiphenylether (oktaBDE)	CAS: 32536-52-0
Tris (2,3-dibrompropyl) phosphate (TBPP)	CAS: 126-72-7
Tris (1-aziridinyl) phosphine oxide (TEPA)	CAS: 5455-55-1
Hexabromocyclododecane (HBCDD)	CAS: 25637-99-4
Tris (2 chlorethyl) phosphate (TCEP)	CAS: 115-96-8

### 2.1.3.3 Softeners/phthalates in textile/leather

Valid product data sheet, EPD, product information, certificate from supplier for textiles/leather, or other documentation that proves that phthalates **classified as hazardous H360** have not actively been added and that the measured level does not exceed 0.1% by weight, must be available.

### 2.1.3.4 Formaldehyde in textile/leather

Valid product data sheet, EPD, product information, certificate from supplier for all included textile/leather or other documentation that proves the emission of formaldehyde is less than 300 ppm, must be available. Equivalent documentation must be available for textiles used in children’s mattresses that prove the emission of formaldehyde is less than 75 ppm.

### 2.1.3.5 Dirt- and grease-repellent impregnations textile/leather

Valid product data sheet, EPD, product information, certificate or other documentation from supplier must be available for all included textile/leather which proves that neither PFOA (perfluorooctanoic acid and salts/esters from them) nor PFOS (perfluorooctane sulphonate and pollutants from it) occur in concentrations higher than 0.1% and for coated fabrics do not exceed the concentration 1 microgram per m<sup>2</sup> with respect to its anions, their metal salts, halides, amides and/or other derivatives (including polymers).

### 2.1.3.6 Colouring agents textile/leather

Valid product data sheet, EPD, product information, certificate from supplier or other documentation for included textile/leather, proving that none of the below listed colouring agents have been actively added or that the levels do not exceed 50 mg/kg for each colouring agent must be available.

Dispersion agents	
C.I. Disperse Blue 3	CAS: 2475-46-9
C.I. Disperse Blue 7	CAS: 3179-90-6
C.I. Disperse Blue 26	CAS: 3860-63-7
C.I. Disperse Blue 35	CAS: 12222-75-2
C.I. Disperse Blue 102	CAS: 12222-97-8
C.I. Disperse Blue 106	CAS: 12223-01-7
C.I. Disperse Blue 124	CAS: 61951-51-7
C.I. Disperse Brown 1	CAS: 23355-64-8
C.I. Disperse Orange 1	CAS: 2581-69-3
C.I. Disperse Orange 37/76	CAS: 13301-61-6
C.I. Disperse Red 1	CAS: 2872-52-8
C.I. Disperse Red 11	CAS: 2872-48-2
C.I. Disperse Yellow 1	CAS: 119-15-3
C.I. Disperse Yellow 9	CAS: 6373-73-5
C.I. Disperse Yellow 39	CAS: 12236-29-2
C.I. Disperse Yellow 49	CAS: 54824-37-2
C.I. Disperse Blue 1	CAS: 2475-45-8
C.I. Disperse Orange 11	CAS: 82-28-0
C.I. Disperse Orange 149	CAS: 85136-74-9
C.I. Disperse Orange 3	CAS: 730-40-5
C.I. Disperse Yellow 3	CAS: 2832-40-8
C.I. Disperse Red 17	CAS: 3179-89-3
Colouring agents	
Sodium bis[2-(3-chlorophenyl)-2,4-dihydro-4-[[2-hydroxy-5-mesylphenyl]azo]-5-methyl-3H-pyrazol-3-onato(2-)]chromate(1-)	CAS: 51147-75-2
Disodium,chromium(3+),3-[[3-methyl-5-oxido-1-phenylpyrazol-4-yl]diazanyl]-4-oxidobenzenesulfonate,1-[[2-oxido-5-phenyldiazanylphenyl]diazanyl]naphthalen-2-olate	CAS: 52587-68-5
[3-hydroxy-4-[(2-hydroxy-1-naphthyl)azo]-7-nitronaphthalene-1-sulphonato(3-)]chromium	CAS: 70236-49-6
Sodium bis[methyl [7-hydroxy-8-[[2-hydroxy-5-mesylphenyl]azo]-1-naphthyl]carbamate(2-)]chromate(1-)	CAS: 71839-85-5
Cuprate(2-), [μ-[[3,3'-[methylenebis[(4,6-dihydroxy-3,1-phenylene)azo]]bis[4-hydroxy-5-nitrobenzenesulfonato]](6-)]di-, sodium	CAS: 85186-15-8
Disodium hydrogen bis[3-hydroxy-4-[(2-hydroxyphenyl)azo]-7-nitronaphthalene-1-sulphonato(3-)]chromate(3-)	CAS: 102506-12-7
C.I Acid Yellow 220	CAS: 70851-34-2
C.I. Acid Red 26	CAS: 3761-53-3
Basic (cationic) colouring agents	
C.I. Basic Red 9	CAS: 569-61-9



<b>Mordant (mordanting)</b>	
Sodium dichromate	CAS: 10588-01-9
<b>Reactive</b>	
Hydrogen tetrasodium bis[5-[(4-amino-6-chloro-1,3,5-triazin-2-yl)amino]-4-hydroxy-3-[(2-hydroxy-5-nitrophenyl)azo]naphthalene-2,7-disulphonato(4-)]cobaltate(5-)	CAS: 70776-55-5
Trisodium bis[3-[(4,5-dihydro-3-methyl-5-oxo-1-phenyl-1H-pyrazol-4-yl)azo]-2-hydroxy-5-nitrobenzenesulphonato(3-)]cobaltate(3-)	CAS: 84204-70-6
Cobaltate(3-), bis[6-amino-5-[(2-hydroxy-3,5-dinitrophenyl)azo]-1-naphthalenesulfonato(3-)]-, sodium	CAS: 85049-76-9
C.I. Reactive Blue 220	CAS: 90341-71-2
Cuprate(4-), [2-[[[2-hydroxy-3-sulfo-5-[[2-(sulfooxy)ethyl]sulfonyl]phenyl]azo]phenylmethyl]azo]-5-sulfobenzoato(6-)]-, sodium	CAS: 90341-72-3
<b>Direct</b>	
C.I. Direct Black 38	CAS: 1937-37-7
C.I. Direct Red 28	CAS: 573-58-0
C.I. Direct Blue 6	CAS: 2602-46-2
<b>Pigment</b>	
Cadmium sulphide	CAS: 1306-23-6
Lead orange	CAS: 1314-41-6
Sodium chromate	CAS: 7775-11-3
Potassium dichromate	CAS: 7778-50-9
Lead(II) acetate basic	CAS: 51404-69-4
Chromium, [3-hydroxy-4-[(2-hydroxy-1-naphthalenyl)azo]-7-nitro-1-naphthalenesulfona	CAS: 70236-49-6
Sodium [3-hydroxy-4-[(1-hydroxy-8-sulpho-2-naphthyl)azo]naphthalene-1-sulphonato(4-)]chromate(1-)	CAS: 70942-15-3

### 2.1.3.7 Tanning of leather

Documentation verifying that included leather is not tanned or treated in any way with chromium VI, arsenic, cadmium or lead as stated below must be available.

Chromium VI	CAS: 18540-29-9	<i>Average conc. max 3 ppm (test report with analysis according to: CEN/TS 14495 or equivalent)</i>
Arsenic	CAS: 7440-38-2	<i>No residuals (detection limit 1.0 ppm, test report with analysis according to: CEN TC 309 WI 065 - 4.3 or equivalent)</i>
Cadmium	CAS: 7440-43-9	<i>No residuals (detection limit 10 ppm, test report with analysis according to: CEN TC 309 WI 065 - 4.3 or equivalent)</i>
Lead	CAS: 7439-92-1	<i>No residuals (detection limit 10 ppm, test report with analysis according to: CEN TC 309 WI 065 - 4.3 or equivalent)</i>

## 2.1.4 Plastic and rubber

### 2.1.4.1 Flame retardants in plastic/rubber

Valid product data sheet, EPD, product information, certificate from supplier or other documentation for the included rubber/plastic proving that none of the flame retardants below have been actively added or that the levels do not exceed 0.1% by weight, must be available. Electronics (e.g. electric motors and electrical cables) are exempted.

Polybrominated biphenyls (PBBs)	CAS: 59536-65-1
Decabromodiphenyl ether (dekaBDE)	CAS: 1163-19-5
Pentabromodiphenylether (pentaBDE)	CAS: 32534-81-9
Oktabromdiphenylether (oktaBDE)	CAS: 32536-52-0
Tris (2,3-dibromopropyl) phosphate (TBPP)	CAS: 126-72-7
Tris (1-aziridinyl) phosphine oxide (TEPA)	CAS: 5455-55-1
Hexabromocyclododecane (HBCDD)	CAS: 25637-99-4
Tris (2 chlorethyl) phosphate (TCEP)	CAS: 115-96-8

### 2.1.4.2 Softeners/phthalates in plastic/rubber

Valid product data sheet, EPD, product information, certificate from supplier for included plastic/rubber or other documentation proving that no phthalates/softeners classified as **hazard classification H360** have actively been added and that the measured level does not exceed 0.1% by weight/substance and component, must be available. Small plastic parts (eg screws, pins and fasteners) are excluded from this requirement.

### 2.1.4.3 PVC

Valid product data sheet, EPD, product information, certificate from supplier or other documentation proving that the included plastic parts including coated fabrics/artificial leather, do not contain PVC must be available. Electrical components (e.g. power cables) and hospital/urine textile or coated fabric/artificial leather on furniture in healthcare environment where regular disinfection with alcohol is required are excluded from this requirement. Small plastic parts (eg screws, pins and fasteners) are excluded from this requirement.

### 2.1.4.4 Pigments in plastics/rubber

Valid product data sheet, EPD, product information, certificate from supplier or other documentation must be available for included plastic/rubber verifying that no pigments or additives based on lead, cadmium, tin, chromium VI or mercury have been actively added or that the levels do not exceed 0.01% by weight per component. Small plastic parts (eg screws, pins and fasteners) are excluded from this requirement.

### 2.1.4.5 Short-Chain Chlorinated Paraffin (SCCPs) in plastic/rubber

Valid product data sheet, EPD, product information, certificate from supplier for included plastic/rubber or other documentation proving that no short-chain chlorinated paraffins (SCCPs) have been actively added or are included, must be available. Content must not exceed 0.01% by weight as measured value per component. Small plastic parts (eg screws, pins and fasteners) are excluded from this requirement.

## 2.1.5 Padding material

### 2.1.5.1 Flame retardants in padding material

Valid product data sheet, EPD, product information, certificate from supplier or other documentation for all included padding material verifying that none of the flame retardants below have been actively added or that the levels do not exceed 0.1% by weight, must be available.

Polybrominated biphenyls (PBBs)	CAS: 59536-65-1
Decabromodiphenyl ether (dekaBDE)	CAS: 1163-19-5
Pentabromodiphenylether (pentaBDE)	CAS: 32534-81-9
Oktabromdiphenylether (oktaBDE)	CAS: 32536-52-0
Tris (2,3-dibrompropyl) phosphate (TBPP)	CAS: 126-72-7
Tris (1-aziridinyl) phosphine oxide (TEPA)	CAS: 5455-55-1
Hexabromocyclododecane (HBCDD)	CAS: 25637-99-4
Tris (2 chlorethyl) phosphate (TCEP)	CAS: 115-96-8

### 2.1.5.2 Softeners/phthalates in upholstery material

Valid product data sheet, EPD, product information, certificate from supplier or other documentation must be available for included upholstery material verifying that no phthalates/softeners with **hazard classification H360** have been actively added or that the levels do not exceed 0.1% by weight.

## 2.1.6 Surface treatment of wood, plastic and metal

**Exemptions from the requirements for surface treatment:** Small details like staples, screws, nails, hinges or fittings which in total represent <5% by weight of the total weight.

**Recommendation for care environment:** certain environments in health care, can in some exceptional cases have requirements for regular disinfection with alcohol. Purchasers can when required indicate that they accept the exception from Möbelfakta's environmental requirements for surface treatment of furniture intended for healthcare environment because repeated shelling can mean stress on the surface. It is suggested that procurers clarify what they want by the following wording: "The surface must cope daily wiping with disinfectant - preferably cleaning with 50% isopropanol or 70% alcohol." The purchaser can specify that the exception is accepted, for example, for solvent-based polyurethane lacquers and classifications H400, H410, H411, H412 and H413 are allowed. You can also make exceptions for H334. **NOTE that this is NOT a general exemption at Möbelfakta for the healthcare environment, but only a recommendation to the individual purchaser/client for the healthcare environment that want to disinfect the furniture regularly with alcohol.**

### 2.1.6.1 Surface treatment – risk hazard classifications

The furniture/product must not be treated with surface treatments or finishing products that are labelled with the following risk hazard classifications. A safety data sheet (SDS according to REACH CLP-regulation no 1272/2008) must be available for all used surface treatment products.

For surface treatment with chromium III in combination with nickel and/or zinc see section 2.1.6.4 Surface treatment – chrome-plating.

Hazard category	Hazard statement according to regulation 790/2009
Acute toxicity	H300, H301, H310, H311, H330, H331
Toxic to body organs	H370, H371, H372, H373
Carcinogenic	H350, H351
Mutagenic	H340, H341
Toxic for reproduction	H360, H361
Allergenic	H334
Dangerous to the environment	H400, H410, H411, H412, H413
	<i>If the use of surface treatment products is required for technical reasons, products labelled as dangerous to the environment (H400, H410, H411, H412, H413) may be acceptable if the content of environmentally hazardous substance &lt;14 g/per m2 of surface.</i>

### 2.1.6.2 Surface treatment – aromatic solvents

The contents of aromatic\* solvents/ hydrocarbons in used surface treatments/finishing products must not exceed 1.0% by weight. A safety data sheet (SDS according to REACH CLP-regulation no 1272/2008) must be available for all used surface treatment products.

\* Examples of aromatic solvents: toluene, xylene and similar.

### 2.1.6.3 Surface treatment – VOC (volatile organic compounds)

Surface treatments or finishing products containing VOC (vapour pressure > 0.01kPa\*) are accepted provided that the applied amounts of the actual VOC components do not exceed:

- 35 g/m<sup>2</sup> for domestic furniture.
- 60 g/m<sup>2</sup> for office, public and outdoor furniture.

Documentation from the supplier of the surface treatment product specifying the concentration of VOC must be available. The furniture producer must be able to show how the amount of added VOC has been calculated.

Exceptions from above requirements for VOC may be made if the amount of applied VOC is less than 5% by weight based on the total amount of applied coating product OR if the amount of applied VOC is less than above limits.

\* According to regulation 2010/75/EU (Industrial Emissions Directive).

### 2.1.6.4 Surface treatment – chrome plating

Valid product data sheet, EPD, product information, certificate from supplier or other documentation verifying that the included components do not have an active additive or that its metal surfaces do not contain passivized chromium VI must be available.

In exceptional cases, the surface treatment of metals with nickel and/or zinc in combination with chromium III is accepted for components (e.g. undercarriages, legs etc.) on stackable furniture, folding furniture or furniture that can be subjected to heavy wear, especially in public environments.

Metal parts intended for contact with skin (e.g. armrests) must not be treated with chromium/nickel.

## 2.1.7 Metal

### 2.1.7.1 Metal – skin contact

Metal that will have prolonged contact with skin (e.g. armrests) must not consist of alloys containing nickel, chromium III or chromium VI.

## 2.1.8 Adhesives

### 2.1.8.1 Adhesives

Adhesives that are used for the production of the piece of furniture or its components must contain less than 10% VOC (vapour pressure > 0,01kPa\*) by weight and also contain less than 0.2% free formaldehyde by weight. The requirement applies to the glue itself without hardener. A valid safety data sheet (SDS), certificate from supplier or similar for all used adhesives must be available.

The requirement of free formaldehyde is not valid for adhesives/binding agents used for production of particle board, HDF, MDF or plywood provided the emission of formaldehyde is less than as stated in section 2.1.2.2 "Formaldehyde in wood-based flat panels".

\* According to regulation 2010/75/EU (Industrial Emissions Directive).

## 2.2 Mandatory product requirements

### 2.2.1 Recycling: Marking of plastic parts

Plastic parts exceeding 50 grams must be marked according to ISO 11469 or ISO 1043:1-4. Exception can be granted if the furniture producer can show that it is technically impossible to mark the plastic parts due to lack of space or method of production, e.g. extruded parts.

### 2.2.2 Traceability: Marking

The producer shall guarantee that the product is marked and/or it is possible to deduce who made the product available on the market. The producer shall also guarantee that the product is marked so that that it is possible to deduce the product's production time/date.

### 2.2.3 Spare parts

The producer shall guarantee that spare parts are available for at least five years after the date of production as specified by marking. Spare parts refers to function related components which, if they are broken, the piece of furniture will be partly or completely unusable, e.g. hinges, spring catches, electrical components and chest drawer systems.

### 2.2.4 Product information

Clear and appropriately designed information about the product must be available, for example by providing it with the product in a physical format or by digital downloading via internet.

Assembly information can be excluded for simple assembly such as legs, knobs and handles.

Directions for use must be available when the product is multi-functional or has different adjustable functions.

Care instructions for all surface materials in the product, including furniture upholstery.

### 2.2.5 Packaging

For furniture/products intended for the Swedish market the producer must show compliance with the *Packaging Ordinance (SFS 2018:1462)*. either via a certificate of registration to the FTI register, or, if it is unavailable, by the producer guaranteeing that the requirement on producer responsibility is met using in-house routines.

*\* If the manufacturer does not use packaging material but instead uses blankets or similar which is reused, the requirement is not applicable.*

## 3 RESPONSIBLE SUPPLY CHAINS – SOCIAL, ENVIRONMENTAL, AND ETHICAL RESPONSIBILITY

Möbelfakta's Requirements Specification Part 3 is based on the UN Global Compact, the UN Guiding Principles on Business and Human Rights, and the OECD Due Diligence Guidance for Responsible Business Conduct.

The requirements are divided into two chapters. **Chapter One (3.1)** comprises specific requirements in the areas Human Rights, Labour Law, Environment, and Anti-corruption. **Chapter Two (3.2)** comprises requirements regarding the company's work to systematically identify and manage risks of non-compliance with the requirements stated in Chapter One (3.1).

The requirements apply to the entire supply chain. Supply chain refers to both the company's own operation and the supplier chain. Supplier chain refers to the company's suppliers and subcontractors that are directly connected with extraction of raw materials and production of labelled products.

In the preparation of Möbelfakta's Requirements Specification (Part 3), current version, it was ensured that the requirements were completely harmonised with the requirements of the National Agency for Public Procurement (Upphandlingsmyndigheten) regarding sustainable supply chains at advanced level and the National Secretariat for Sustainable Procurement (for more details, see Appendix).

Requirements in the sections on guidelines are retrieved from and based on the UN Guiding Principles on Business and Human Rights and the National Secretariat for Sustainable Procurement document, "Guidelines – Contractual terms, sustainable supply chains".

### 3.1 Requirements within human rights, labour law, environment, and anti-corruption

The requirements in this chapter are presented in detail in four areas. For each area, the requirements show the minimum level of compliance for the company in its own operation and in the supply chain.

The company must comply with national and local legislation in the countries in which operations are carried out. In cases where international provisions stipulate stronger protection for the individual than national legislation, the company must take reasonable measures to follow the international provisions.

Audits may be carried out of the company and its suppliers and subcontractors. Full transparency is expected from the company regarding compliance with the requirements. In the event of a company or its suppliers violating the requirements, corrective measures must be taken. A corrective measure means that a company ensures that it, or the supplier, remedies the non-compliance as quickly as possible.

#### 3.1.1 Human Rights

Human rights refers to compliance with the UN Universal Declaration of Human Rights (1948)\*, the International Covenant on Civil and Political Rights, and the International Covenant on Economic, Social and Cultural Rights.

- The company must support and respect human rights and has a responsibility to respect and promote the human rights, both within its own operations and in the supplier chain.
- The company must ensure that it does not participate, directly or indirectly, in violations of human rights. This also includes situations when the company fails to pose questions on violations of human rights or benefits from violations that are carried out by a third party.



### 3.1.2 Labour law

Labour law refers to compliance with the International Labour Organisation Declaration on Fundamental Principles and Rights at Work\*, the UN Convention on the Rights of the Child, Article 32\*, the labour law legislation, including provisions on wages, working hours, leave, and social insurance protection, that applies in the country in which the work is carried out\*, and the labour protection and work environment legislation that applies in the country in which the work is carried out\*.

#### **Child labour is prohibited (ILO 138 and 182\*, UN Child Rights Convention, Article 32\*)**

- No person may be employed who is below the age of compulsory schooling or under 15 years, or younger than the minimum age of employment, if this age exceeds 15 years.
- Young people between the ages of 15 and 18 may not be employed for hazardous work, or work that has a negative impact on the individual's personal development (physical, psychological, mental, spiritual, moral or social development). Young people between 15 and 18 may only be employed on condition that they have reached the legal age for employment and have completed national compulsory education. There must be a policy in place for the types of tasks a person aged between 15 and 18 may carry out.
- If child labour is detected, the company must take action based upon the best interests of the child, and find suitable solutions in consultation with the child and the family of the child.

#### **Forced labour is prohibited (ILO 29\* and 105\*)**

Forced labour, including slave labour, bonded labour or involuntary prison labour may not occur, and all labour must be voluntary without threat of penalty or similar.

- The employee must have the right to terminate their employment following a reasonable period of notice.
- The company may not retain original copies of ID documents.

#### **Discrimination and harassment is prohibited (ILO 100\* and 111\*)**

- Discrimination on the basis of ethnic affiliation, sex, civil status, pregnancy, religion, social or ethnic origin, nationality, physical ability, political opinions, union membership, gender-crossing identity or expression, age, health condition, or sexual orientation, or other character trait that is protected by applicable legislation, may not occur. Discrimination refers to any distinction of employees that is not based on merits or qualities, but involves differential treatment on biased grounds.
- The company must work to promote diversity and equal opportunities in the operation.
- Harassment may not occur in the operation. Harassment refers to instances when employees are exposed to harsh or inhuman treatment, including sexual harassment or some form of psychological or physical punishment.

#### **Freedom of association and collective bargaining (ILO 87\* and 98\*)**

- The company must recognise and respect the rights of employees (and employers) to organise, to join organisations in which they themselves choose to participate, and the right to collective bargaining. Collective bargaining refers to formalised and/or non-formalised forms of cooperation to support and defend employees' interests in working life and in the relationship between employers and employees.  
In countries where freedom of association is limited or under development, the supplier must support instances where employees may meet the company management to discuss wage and labour conditions without risk of negative consequences.

#### **Terms of employment, wages, and working hours**

- All employees must have a written employment agreement that includes information about the nature of the work, working hours, wages, and holiday leave.
- The employer must ensure that all employees understand their terms of employment, for example with the help of a staff handbook and training.

- Wages must be paid directly to the employee within the agreed timeframe and in full.
- The company must support the payment of living wages to employees, and under no circumstances pay less than the national or locally stipulated minimum wage.
- Overtime must be voluntary, and overtime compensation must be paid according to national legislation, and must be clearly specified in payslips.
- Working hours per week must not exceed legal limits or a maximum of 60 hours per week, including overtime.
- The employees must have at least one day of rest per week.
- The company must ensure that the employees have breaks during the working day.
- Leave, including vacation, holidays, sick leave, and parental leave must be approved and compensated in accordance with national legislation.
- All employees must be covered by social insurances in accordance with national law.

#### **Safe and hygienic work environment (ILO 155 and 170)**

- Employees working in the company operation must be offered a safe and healthy work environment in which preventive measures are taken to reduce injury and risks to health. A safe and hygienic working environment is one in which the employee, when occupying an area over which the employer has direct or indirect control, is guaranteed to be free from or protected from conditions that can constitute a hazard for the employee's physical and/or psychological health.
- A register is to be kept of accidents and incidents. Incidents are such events that could have led to an accident.
- Employees must be trained on the potential health risks that the work can entail, including hazardous operations and general safety information. Employees must regularly be given relevant training and instructions for operating machines and other equipment.
- Employees must have access to all necessary protective equipment without having to pay for it themselves.
- Temperature, air quality, and noise levels must be regulated in accordance with local legislation. Where the work environment cannot be changed, it must be mitigated with protective equipment.
- Chemicals must be handled safely, and safety data sheets must be available.
- Fire drills must be held regularly. Fire equipment, evacuation plans, and emergency exits must be available and clearly visible in all areas.
- The workplace must be clean, fresh, and safe. Hygienic facilities must be available. This also applies to employee accommodation.

### **3.1.3 Environment**

Environment refers to compliance with the environmental protection legislation that applies in the country in which the work is carried out\*, and the operation must be carried out with consideration for the company's surrounding environment.

- The company must conduct its operations responsibly in relation to the environment and comply with local and national environmental legislation. There must be a system in place for checking compliance with legislation, along with lists of relevant legislation.
- The company must identify, measure and follow-up its environmental impact, and long- and short-term environmental goals, with associated action plan, must be drawn up to ensure continuous improvement.
- In choices of materials and manufacture of furniture and its component parts, the precautionary principal must be observed regarding environmental risks.
- All employees must be provided with environmental training, and the company must implement suitable initiatives to promote greater environmental awareness.
- The company must encourage the development of environmentally friendly technologies.

### 3.1.4 Anti-corruption

Anti-corruption refers to compliance with the UN Convention Against Corruption\* and the bribery legislation that applies in Sweden, in the country in which all or parts of the product are manufactured, and other countries' laws that otherwise govern the company's operation.

- The company must combat all forms of corruption, including blackmail and bribery.
- The company must not, directly or indirectly, offer undue payment or other forms of compensation to any person or organisation with the aim of obtaining, maintaining, or directing business operations, or receive other undue advantages within the framework of its operation.
- The company must not, directly or indirectly, request or accept any form of undue payment or other forms of compensation from a third party that can affect the objectivity of business decisions.

## 3.2 Policies and procedures

To ensure compliance with the requirements described in Chapter 3.1, the company must have a systematic method of working to prevent and manage any non-compliance with the requirements and to ensure continuous improvement.

The requirements below make clear what procedures the company must have in place within the framework of its systematic work. The systematic work and its procedures must be documented and continuously applied in the company's own operation and in the supplier chain. The procedures must be proportional to the risks in the company's own operation and in the supplier chain.

For each requirement, guidelines are provided to further clarify the meaning of the requirements and what the company needs to consider in order to comply with the requirements

### 3.2.1 Policy obligation

The company must have adopted one or more policies that:

- at least cover the requirements described in Chapter 3.1,
- have been approved at the highest executive level in the company.

#### 3.2.1.1 Aim and guidelines

The aim of the policy obligation is to ensure that the company is aware of its responsibility, and that its actions respect the requirements described in 3.1. The policy obligation must also ensure that the responsibility is supported in the operation. The policy obligation must also be available to business partners and other stakeholders connected with the company's operation.

A policy obligation is a publicly available declaration of intent (i.e. available for both internal and external actors), that describes the company's responsibilities, obligations, and expectations regarding the requirements described in 3.1. The obligation applies to both the company's own operation and the supplier chain, as well as in other business relations. The company's obligations concerning the requirements described in 3.1 can be expressed in one single policy or in several separate policies. It can also be integrated into one or more of the company's policy documents, such as its own code of conduct and in a code of conduct for suppliers. In order for the policy obligation to be effective within the company's organisation, it must be adopted by the highest executive level.

### 3.2.2 Communicating the policy obligation

The company must have procedures for conveying the policy obligation in its own operation and in the supplier chain, which ensures that the company:

- communicates the policy obligation to employees in the company and ensures that the obligation is generally available, for example at the workplace or on the company's website,
- communicate in writing the requirements described in 3.1 to the suppliers with whom the company has a contractual relation (first-tier suppliers),
- ensure that the requirements described in 3.1 are communicated from suppliers with whom the company has contractual relations (first-tier), further along the supplier chain.

#### 3.2.2.1 Aim and guidelines

The aim of requiring the company to communicate the requirements described in 3.1 (policy obligation) is to ensure that the obligation is communicated to relevant actors. This applies to both actors who themselves are expected to introduce corresponding obligations in their operations (such as suppliers and subcontractors) and stakeholders who have an interest in the implementation (such as business connections, investors, consumers, and interest organisations).

Communicating the requirements must ensure that employees, stakeholders, suppliers, and subcontractors at different tiers in the supplier chain are made aware of the company's policy obligation to respect the requirements. In addition, they are expected to act in accordance with the requirements.

The policy obligation must also be supported all the way from the highest executive level to relevant employees in the company, who otherwise may take action without being aware of the requirements or without considering them. The obligation may be communicated through relatively simple means, such as publishing it on the company's website or intranet. In addition, the company can provide internal training to increase awareness of the meaning of the policy obligation within its own operation.

The requirements must be communicated to businesses with which the company has contractual relations. It is not sufficient that a policy is available to suppliers; the requirements must be accepted in writing. When required, the requirements must also be translated into local languages. In addition, the company can provide training for suppliers to promote capacity building in the supplier chain with the aim of raising awareness of the requirements in different tiers of the supplier chain.

The risks of non-compliance are often greater in the subcontractor tier. It is therefore important that the company communicates the responsibility, i.e. imposes requirements in these tiers as well. Through agreements, a company can demand that suppliers in turn communicate corresponding requirements in their supply chains.

### 3.2.3 Division of responsibility

The company must have:

- appointed one or more people at executive level to be ultimately responsible for the requirements described in 3.1,
- appointed one or more persons with operative responsibility to ensure compliance with the requirements described in 3.1 in the company's own operation and in the supplier chain,
- made clear what the responsibility entails.

### 3.2.3.1 Aim and guidelines

The aim of requiring a clear division of responsibility is to ensure that the company has appointed people at executive level to ensure compliance with the requirements described in 3.1.

For a policy obligation to be effective, and to ensure compliance, an internal division of responsibility is required. Ultimately, it is the executive management that is responsible for compliance with the obligation, so someone in the management team must be made responsible. It is also important that the company ensures that individuals with operative responsibility have relevant expertise within each area of responsibility. Naturally, the division of responsibility can vary, depending on the size and structure of the company, but one or more persons in executive positions must have the ultimate responsibility. Day-to-day responsibility can then be delegated within the organisation.

## 3.2.4 Risk analysis

The company must have procedures for regularly carrying out risk analyses in its own operation and in the supplier chain, which ensures that the company can:

- map the supplier chain, at least including the suppliers where furniture and component parts are actually manufactured, in an up-to-date list with names and addresses of these facilities,
- show an action plan to increase traceability in the supplier chain in those cases where traceability is low,
- show that the staff members who work with risk analyses are allocated the time and the in-service training required for the task,
- show how it identifies current and potential risks in its own operation and in the supplier chain regarding compliance with the requirements described in 3.1, on the basis of confirmed information and updated information from credible sources,
- show the identified risks in its own operation and in the supplier chain (regarding the products that are included in the labelling),
- show how the company prioritises its identified risks in its own operation and in the supplier chain on the basis of degree of severity

### 3.2.4.1 Aim and guidelines

The aim of requiring that the company conducts risk analyses is to ensure that the company regularly identifies risks of non-compliance with the requirements described in 3.1.

As risks are constantly changing in response to new business relations, changes in production, new laws, etc., a risk analysis should be carried out at least in conjunction with such changes. Risk refers to both actual and potential negative impact on the basis of the requirements stated.

The risk analysis process comprises both identification and prioritisation of risks. For identifying risks in the supplier chain, it is important that the company also has procedures in place for mapping this. Risk analyses need to be conducted on a regular basis, and must be relevant for the part of the company's operation that involves Möbelfakta-labelled products.

It is important to emphasise that identifying a risk does not, in itself, mean non-compliance with the requirements. It is important to present the risks that actually exist. What is then crucial is that the company in the next stage shows how these risks are managed and counteracted. Procedures for risk analysis can be included in the company's broader risk management system.

#### Mapping the supplier chain

Awareness of the supplier chain is essential for identifying and managing relevant risks of non-compliance with the requirements described in 3.1. The length and complexity of the supplier chain also affects the risk of non-compliance. It is therefore important that the company is familiar with the supplier chain in order to determine what measures may need to be introduced. It is also important to be aware of the type of operation conducted by the companies in the supplier chain, such as whether they are wholesalers or producers, and where they conduct their operations.

How the company maps the supplier chain can vary, depending on the information to which it has access. If the company has full access regarding where the production takes place, it can conduct a detailed survey with specified information. If the company has limited access regarding where the production takes place, the survey can be conducted partly with specified information, partly with publicly available information, along with assumptions about where production may be taking place. If the company has very limited information about the supplier chain, which is commonly the case where raw material extraction is involved, the survey can be based entirely on publicly available information, along with assumptions about where production or raw material extraction is taking place. If the company has limited access regarding the chain, it must take the necessary steps to increase access. It can then continuously survey the supplier chain in order to confirm potential risks. A process to increase traceability in the supplier chain therefore comprises a natural part of the procedure for risk analysis.

For raw materials, the company should at least focus its review on the main raw materials for the labelled furniture, such as wood, textiles, and steel.

### **Identification of risks**

It is important to ensure that all types of risks connected to the requirements described in 3.1 are captured in the risk analysis, both regarding the company's own operation and in the supplier chain. A risk analysis of corruption will, for example, require different sources of information than an analysis of environmental risks. To the company can identify risks of non-compliance with the requirements described in 3.1, it is also important that the company has good awareness of national legislation relating to the requirements.

Risks in the company's own operation should be identified within the framework of the systematic risk management work for each area, for example linked to initiatives on the work environment, staffing, environment, and systematic anti-corruption. The risk analysis should be based on actual knowledge about the company and the prevailing conditions in the operation.

Identification of risks in the supply chain should be based on both the company's own knowledge about the operation and the supplier chain and on reports and analyses from established organisations and expert bodies. These may include UN bodies and organisations such as ICC (International Chamber of Commerce), Amnesty International, International Trade Union Confederation, Freedom House, and Transparency International. Information gathering is crucial for the risk analysis, and the process should be based on internal and independent external expertise, and can involve consultation on tangible risks with individuals, their representatives, and groups that may be impacted. The company should particularly consider vulnerable groups and a broad span of rights holders in the supply chain.

### **Prioritisation of risks**

After conducting a risk analysis, the company, when necessary, needs to prioritise the risks that must be managed first. Prioritisation should be based on the level of severity of the potential negative impact in accordance with OECD Due Diligence Guidance for Responsible Business Conduct. The more severe the negative impact, the higher the priority the company should assign the issue. In assessing what is a severe negative impact, the company should consider scale (how severe the impact is), scope (the number of individuals impacted), whether it is irrevocable in character (the possibility of rectifying the situation and compensating those affected), and the probability of the risk of a negative impact.

An impact that is temporary, impacts few people, and which can easily be restored is not as severe as one that affects people or the environment permanently, affects more people or cannot be remedied, such as fatalities or permanent injury or damage.

When deciding on priorities for risks in the supply chain, the company should take into consideration particularly vulnerable groups, such as children, women, ethnic groups, or indigenous peoples. This process should be based on internal and/or independent external expertise, and can include consultation with groups and other relevant individuals that may be impacted.

### 3.2.5 Follow-up

The company must have procedures in place for systematic follow-up of compliance with the requirements described in 3.1 in its own operation and in the supplier chain. This ensures that the company can:

- show which of the identified risks are selected for follow-up in its own operation,
- show which suppliers and subcontractors are selected for follow-up in relation to the identified risks,
- show when, where, and how often follow-up activities are carried out,
- show which follow-up activities have been carried out to manage the identified risks in the company's own operation and in the supplier chain (regarding the products that are included in the labelling),

#### 3.2.5.1 Aim and guidelines

The aim of requiring that a company has procedures for follow-up is to ensure that the company, as part of its own risk management work, checks compliance with the requirements in its own business operation and in the supplier chain. Follow-up ensures that the company manages its identified risks of non-compliance with the requirements efficiently, and takes any measures needed to enable continuous improvements. The follow-up should be based on risk analyses, with particular focus on prioritised risks (identified and prioritised in accordance with 3.2.4).

When following up risks in the supplier chain, it may in some instances be difficult for the company to assess subcontractors in the chain, due to a lack of access and influence. However, this does not reduce the company's responsibility for managing risks at different tiers in the chain. In these situations, the company must take appropriate measures to monitor and manage the risks according to their circumstances. Collaboration with other organisations and joint industry initiatives are one way of achieving this, and are becoming increasingly common for managing common challenges in supply chains.

#### Follow-up method

The follow-up may be conducted in different ways. Within a company's own operation, follow-up should involve health and safety inspections, in-house audits, staff surveys, and follow-up of relevant performance indicators.

Follow-up in the supplier chain should involve supplier assessment and/or collection of information through self-assessment surveys, in-house or third-party audits, and/or complaints mechanisms. Measures to improve the subcontractors' capacity may also be part of the follow-up, for example through training. If parts of the supplier chain have been reviewed within the scope of some existing social standard, such as SA8000, RBA, EICC or Fair Wear Foundation, these may also form part of the follow-up. The follow-up method may vary depending on the risk, and at the same time it is important that follow-up measures are directly connected to the identified risk.

Audits are a common follow-up method that can provide the company with results that are comparable over time or with country and industry averages. The audits can be conducted by the company itself or through a third party. Audits may vary, depending on the tier in the supplier chain that is being audited. When conducting an audit of a subcontractor that is a wholesaler in a country with a low risk of non-compliance with the requirements, it is more relevant to review the wholesaler's procedures and processes for communicating the requirements and checking compliance. However, if the audit concerns a factory where all or parts of products are manufactured, an on-site audit is needed. An audit report then presents the results, reports any non-compliance, and presents proposed remedies.

A smaller company may have more limited opportunities to conduct their own audits, but they may have a larger company as a subcontractor that carries out its own audits. In such cases, the company can review the subcontractor's audit reports as part of their own follow-up.

In addition to follow-up in the form of self-assessment surveys and audits, complaints mechanisms are an important channel for gathering information about compliance with the requirements. Well-functioning complaints mechanisms can provide the company with continuous information about potential non-compliances that may be difficult to detect in audits.

### 3.2.6 Compliance management

The company must have procedures for non-compliance management relating to compliance with the requirements described in 3.1. This ensures that the company can:

- show how systematic non-compliance management takes place in its own business operation and in the supplier chain with regard to the cause, nature, and severity of non-compliance,
- show whether any non-compliance with the requirements has occurred in its own business operation and in the supplier chain,
- show which appropriate actions were immediately taken to correct identified shortcomings in its own business operation and in the supplier chain.

#### 3.2.6.1 Aim and guidelines

The aim of requiring that the company has procedures for compliance management is to ensure that internal processes are in place to immediately manage any non-compliance caused by the operation or to which the operation has contributed. If it can be established that the company has caused the non-compliance, the procedures must also ensure that the company participates in compensating those individuals who were negatively impacted by the non-compliance.

If all or parts of the production takes place in high-risk countries and in high-risk industries, it is probable that follow-up will lead to detection of non-compliance. However, the fact that non-compliance is detected also implies it can be remedied. The company must be able to show tangible measures relating to the non-compliance that has been detected, and a schedule for remedying the non-compliance.

It is important to emphasise that, in some countries, there may be non-compliance as a consequence of national legislation. In China, for example, the trade unions are controlled by the state, which means that ILO's core conventions 87 and 98 are not respected there. It is not reasonable to demand that suppliers break national laws; instead, such situations require special measures. In spite of the ban on independent trade unions in China, it is for example, possible for employees at a factory to elect local representatives. It is also possible to conduct dialogue between employees and management. Such a situation requires the company to work more actively with these issues in its supplier chain, as part of the compliance management.

#### Action plans

Action plans should be drawn up on the basis of an analysis of the cause of the non-compliance, and must indicate suitable measures and a schedule for implementation. To prevent non-compliance from recurring, it is important to conduct 'root cause analyses'. This involves finding the cause of non-compliance so that effective measures can be implemented. One example is illegal overtime. To remedy such non-compliance it is not sufficient to state that employees are working overtime that exceeds national or international regulations, and demanding that this be stopped. It is also necessary to find out the cause of employees working overtime. Are they being forced by the management? Are they choosing to work overtime because of low wages? Or could there be other causes? This means that the root of the problem can be tackled, to bring about a long-term solution. Otherwise, the risk is that the same non-compliance is identified year after year, with no real improvement taking place.

Measures to correct non-compliance must have a schedule showing a deadline for when they are to be implemented, and for when follow-up will be conducted to verify the correction. The severity of the non-compliance determines the time frames for implementing the measures, and must be decided from case to case. The measures and schedule must be clearly documented and communicated to the supplier.

#### Appropriate measures

The UN's Guiding Principles make a distinction between a company's ability to remedy non-compliance depending on whether the company is causing or contributing to a negative impact, or whether it is involved only because the impact is directly connected with the operation, the products, or services through a business connection. The measures that are



appropriate will also vary according to the extent to which the company has sufficient influence to manage the negative impact.

When a company causes or may cause non-compliance with the requirements, the company should immediately take necessary measures to stop or prevent this, and participating in compensating the individuals affected negatively by the non-compliance.

When a company contributes to or may contribute to non-compliance with the requirements, it should take necessary measures to stop or prevent this, and use its influence to limit any additional impact as much as possible. A company is deemed to have influence if it can bring about a change in the operation that causes the damage.

If a company has not itself contributed to non-compliance with the requirements, but the non-compliance is directly connected with the operation, the products, or services through a business connection with another operation, the situation is more complex. Factors that may apply when assessing appropriate measures in such situations include the company's influence over the operation in question, how important the connection is for the company, the severity of the violation, and whether a cessation of the connection with the operation in itself would have a negative impact on human rights.

The more complex the situation and its impact on human rights, the greater the reason for the company asking independent experts for advice on deciding how to tackle the matter.

If the company, through its influence, can prevent or limit the negative impact, the company must use its influence to do so. If the company has no influence, there can be ways for it to increase its influence. The influence can be increased by, for example, offering to help build up knowledge or other incentives to the operation in question, or by collaborating with other actors.

When companies detect non-compliance in the supplier chain, their first action should be to try to remedy the non-compliance in collaboration with suppliers and subcontractors. Terminating agreements with suppliers, or demanding that suppliers terminate agreements with subcontractors, is seldom favourable to those affected by the non-compliance, because the influence decreases if there is no contractual relation. However, in certain cases, breaking a contract may be necessary, for example when suppliers or subcontractors do not take action in accordance with the action plan and the agreed time frames.

## APPENDIX 1 - Definitions

<b>Contribute to</b>	A company can <i>contribute to</i> negative impact on society, people, and the environment through its business operation or indirectly as a result of its business connections. In these cases, the company should use its influence over suppliers to, as far as possible, limit any remaining impact.
<b>Directly connected to</b>	<i>Connected to</i> is defined as the relationship between the negative impact and the company's products, services, or business operation through another actor's operation (i.e. business relation). <i>Directly connected to</i> is therefore not defined by direct contractual relationships, but refers to all business connections in the supplier chain for a labelled product.
<b>Credible sources</b>	Reports and analyses retrieved from established organisations and expert bodies. Examples: UN bodies and organisations such as the ICC (International Chamber of Commerce), Amnesty International, International Trade Union Confederation, Freedom House, and Transparency International.
<b>Influence</b>	Companies are referred to as having influence when they can bring about change in the operation that has caused a negative impact on people, the environment, and society.
<b>Component</b>	The different parts of the labelled furniture that are the smallest unit that must be considered in review and risk analysis. More information in Appendix 2.
<b>Supply chain</b>	A company's own operation and its supplier chain.
<b>Supplier chain</b>	A company's suppliers and their subcontractors throughout the chain.
<b>Cause</b>	A company <i>causes</i> a negative impact on people, environment, and society if the company's activities alone are sufficient to produce the negative effect. In these cases, the company has great influence and capability to bring about change, and should take necessary measures to stop or prevent this negative impact, and participate in compensating the individuals who have been affected negatively by the effect.
<b>Risk analysis</b>	An analysis of the negative impact on people, environment, and society (on the basis of stated requirements) that the company can cause, contribute to, or be directly connected to.
<b>Raw material</b>	In risk analyses and reviews of <i>raw materials</i> the company should at least focus on the main raw materials for the labelled furniture and their components, such as wood, textile, and steel.
<b>Rights holders</b>	The supply chain contains various types of <i>rights holders</i> who can be affected by a negative impact through a company's operation, and the company should consider these rights holders. Examples of rights holders are workers, landowners, indigenous populations, and outsourced/informal workers.
<b>Vulnerable groups</b>	<i>Vulnerable groups</i> in the supply chain are at a higher risk being affected by a negative impact as a result of the company's operation, and the company should consider these groups. Examples of vulnerable groups are women, children, people with disabilities, migrant workers and their families, and minority groups.

## APPENDIX 2 - Component list

The following components must be included in the risk analysis that must be performed according to the stated requirements. There is no claim for list to be complete, and in certain cases more components can be the subject of risk analysis.

### Legs

Table tops and worktops

Electrical components (large parts, e.g. motors for adjustable-height tables)

Veneer

Spring package for spring mattresses

Foil (Japanese [washi] paper, melamine board, impregnated paper, etc.)

Form-pressed components and parts

Glass

Insulation panels for sound absorbers

Varnish, oil, stain, and paint

Laminate

### Adhesive

Leather, suede, upholstery, artificial leather, etc.

Pressed paperboard, pressed textiles, needle-felt

### Filling material

Large metal components, such as armrests, underframe, stand, etc.

Large plastic parts, such as armrests, seat shells, etc.

### Textiles

Wood-based boards (PB, MDF, HDF, Plywood, EGP, etc.)

### Wood components

Underframe (such as table underframe, chair stretchers, etc.)

## APPENDIX 3 - References

### National Agency for Public Procurement

The National Agency for Public Procurement's proposed conditions at advanced level for sustainable supply chains are based on the Ten Principles of the Global Compact. The conditions are divided into four main areas, human rights, labour rights, environmental protection, and anti-corruption, which together form sustainable supply chains. The conditions comprise:

- The UN General Declaration of Human Rights;
- The UN Convention on the Rights of the Child, Article 32;
- ILO's eight fundamental conventions on forced labour, child labour, discrimination, and freedom of association and right to organise (no. 29, 87, 98, 100, 105, 111, 138 and 182);
- The labour law in force in the country in which the work is performed, including regulations on wages, working hours, leave, and work environment;
- The environmental law in force in the country in which the work is performed, and
- The UN Convention against Corruption.

Information retrieved from home page on 3 July 2020, link [here](#).

### National Secretariat for Sustainable Procurement (NKHU)

NKHU's proposed conditions about sustainable supply chains are based on the conditions issued by the National Agency for Public Procurement, with a supplement linked to social insurance protection and a practical version in the form of a Code of Conduct for Suppliers:

The basic conditions comprise:

- The UN General Declaration of Human Rights;
- ILO's eight fundamental conventions on forced labour, child labour, discrimination, and freedom of association and right to organise (no. 29, 87, 98, 100, 105, 111, 138 and 182);
- The UN Convention on the Rights of the Child, Article 32;
- The labour law in force in the country in which the work is performed, including regulations on wages, working hours, leave, and the social welfare protection regulations;
- The labour protection and work environment law in force in the country in which the work is performed;
- The environmental law in force in the country in which the work is performed; and
- The UN Convention against Corruption.

Code of Conduct for Suppliers, link [here](#).

Guidance document: "SUSTAINABLE SUPPLY CHAINS - Guidelines contractual terms", link [here](#).

Information retrieved from the home page on 3 July 2020, link [here](#).

### UN Guiding Principles on Business and Human Rights

Applicable version in English, link [here](#).

Swedish translation, link [here](#).

### THE UN GLOBAL COMPACT

The Ten Principles of the UN Global Compact:

#### *Human rights*

PRINCIPLE 1: Support and respect international human rights within the sphere of corporate influence

PRINCIPLE 2: Ensure that the business is not complicit in human rights abuses.

*Labour*

PRINCIPLE 3: Uphold the freedom of association and recognise the right to collective bargaining

PRINCIPLE 4: Eliminate all forms of forced labour

PRINCIPLE 5: Abolish child labour

PRINCIPLE 6: Eliminate discrimination with regard to recruitment and work tasks

*Environment*

PRINCIPLE 7: Support the precautionary approach regarding environmental risks

PRINCIPLE 8: Undertake initiatives to promote greater environmental awareness

PRINCIPLE 9: Encourage the development of environmentally friendly technologies

*Anti-corruption*

PRINCIPLE 10: Work against corruption in all its forms, including extortion and bribery

*Information retrieved from the home page on 3 July 2020, link [here](#).*

**OECD Due Diligence Guidance for Responsible Business Conduct**

OECD:s Due Diligence Guidance for Responsible Business Conduct, link [here](#).