

February 2025

Dear Customer,

**Re: Fellowes Compliance in relation to Directive 2011/65/EU, (as amended) on the restriction of Hazardous Substances in Electrical and Electronic Equipment.**

The EU RoHS Directive 2011/65/EU, issued on 8 June 2011 (as amended), bans the placing on the EU market of new electrical and electronic equipment containing more than specified levels of lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyls (PBB), polybrominated diphenyl ether (PBDE), Bis(2-Ethylhexyl) phthalate (DEHP), Benzyl butyl phthalate (BBP), Dibutyl phthalate (DBP), and Diisobutyl phthalate (DIBP). The RoHS directive creates a number of offences and creates an absolute prohibition against placing non-compliant products on the market.

The purpose of this letter is to assure our customers that Fellowes Inc, its subsidiaries & Fellowes Europe, are committed to adhering to the RoHS regulations and that, with the assistance of our suppliers, we are confident that we achieve 100% compliance. To verify that the products we place on the market are compliant with the RoHS regulations, we undertake a due diligence exercise on a yearly basis under the banner of the Fellowes Restricted Substance List. Under this due diligence program Fellowes require all suppliers to provide written confirmation that all materials supplied to Fellowes Inc, its subsidiaries & Fellowes Europe are RoHS compliant, amongst other EU legislation. In addition, supportive test document is requested & where doubt is raised additional testing is either carried out internally via our XRF machine, or where required 3<sup>rd</sup> Party test agencies, such as Intertek & SCS, are commissioned to carry out full compliance review and verification.

Fellowes Inc, its subsidiaries & Fellowes Europe, can confirm that we will only place on the EU market products sourced from suppliers who have confirmed that their products are RoHS compliant or in respect of whom we have taken reasonable steps to satisfy ourselves that the supplier's products are compliant. This means that relevant products we supply will either not contain lead, cadmium, mercury, hexavalent chromium, PBB, PBDE, DEHP, BBP, DBP, DIBP or that they will contain only unintentional trace amounts of these substances up to the acceptable concentration values set forth in the RoHS regulations (except where any specific exemption applies under the RoHS regulations). Specifically, these products will contain no more than 0.1% by weight per homogeneous material for lead, hexavalent chromium, mercury, PBB, PBDE, DEHP, BBP, DBP, and DIBP and 0.01% by weight per homogeneous material for cadmium. Fellowes Inc, its subsidiaries & Fellowes Europe interprets homogeneous material in accordance with the definition adopted by the European Commission, and contained within the EC FAQ document, of which can be found via the following link:

[http://ec.europa.eu/environment/waste/weee/pdf/faq\\_weee.pdf](http://ec.europa.eu/environment/waste/weee/pdf/faq_weee.pdf)

For any more information on the RoHS regulations, please check the EU RoHS website:

[http://ec.europa.eu/environment/waste/rohs\\_eee/legis\\_en.htm](http://ec.europa.eu/environment/waste/rohs_eee/legis_en.htm)

Should you have any further questions with regard to Fellowes & RoHS compliance please contact your local Fellowes representative / customer service team, whom will endeavor to gain any required information via the appropriate legal channels within Fellowes and come back to you in a timely manner.

Brian Andrews  
Global Product Safety and Regulatory Specialist

