

# WOOD & WOOD FIBRE

## PROCUREMENT POLICY

### BACKGROUND

**(Insert name of company)** is committed to sourcing wood-based products in an environmentally and socially responsible manner to aid the sustainable management of the world's forests as renewable resources for the products we are using and producing and to avoid the risk of contributing to unsustainable and/or illegal practices. This policy has been written to promote responsible wood and wood fibre sourcing, and we require that all wood-based products are in compliance with this policy by (enter date).

### REQUIREMENTS

It is (Insert name of company) policy that by (enter date) all wood and wood fibre is sourced in compliance with the requirements below:

- From a known source and not illegally harvested or traded;
- In full compliance with the EU Timber Regulation;
- Not to be sourced from land with ecologically or socio-economically important values/characteristics that are threatened or endangered;
- Be sourced in compliance with all local, national and international laws and regulations;
- Sourced in accordance with the practices of responsible forest management;
- Produced under conditions which meet the ILO Declaration on Fundamental Principles and Rights at Work and the fundamental ILO conventions;
- Does not contain genetically modified material;
- Respects indigenous communities' rights to give or withhold their free, prior and informed consent and respects their traditional & civil rights.

To aid compliance with these requirements we only accept wood and wood fibre that complies with the requirements of, and is certified by, the Programme for the Endorsement of Forest Certification (PEFC) or the Forest Stewardship Council (FSC).

### RECYCLED MATERIALS

We support the use of recycled materials.

### IMPLEMENTATION

- Suppliers are expected to actively implement this policy as soon as is practicable / enter transitional period
- Suppliers are responsible for communicating and ensuring compliance with this policy to their direct suppliers
- Documentation must be held and maintained to demonstrate conformity with this policy
- Our Technical and Buying Team will be monitoring compliance towards this policy and may request regular updates on progress
- Evidence of compliance with this policy must be produced on request.

### EVIDENCE OF COMPLIANCE

- (Audits will be carried out to ensure compliance with this policy)
- Records must be maintained to demonstrate that either PEFC or FSC certified wood and wood fibre has been used in all batches of products produced for us.

### BACKGROUND

For more details please contact your Buying or Technical lead, consult our policy FAQs, or go to:

- [www.pefc.org](http://www.pefc.org)
- [www.fsc-uk.org](http://www.fsc-uk.org)
- [www.gov/eu-timber-regulation-guidance-for-business-and-industry](http://www.gov/eu-timber-regulation-guidance-for-business-and-industry)

# FREQUENTLY ASKED QUESTIONS (FAQS)

## WHAT IS THE PURPOSE OF THESE FAQS?

These FAQs (Frequently Asked Questions) are intended to anticipate the type of questions you may have. They do not replace personal contact with us but should be used as the first reference point for any queries.

## WHY HAVE YOU SET THIS POLICY & WHAT DOES IT MEAN?

This policy has been adopted to demonstrate our commitment to sustainable wood-based products sourcing.

## WHAT DO I HAVE TO DO TO COMPLY WITH IT?

In order to simplify compliance with these requirements you need to ensure that any products containing or made out of wood or a wood product or derivative is certified to PEFC or FSC standards. This means that you should ask your own supplier(s) for evidence of a Chain of Custody. PEFC has a database which can be accessed via the PEFC UK website [treee.es/find-certified](http://treee.es/find-certified). This is a free service and provides an instant check.

## WHAT ARE PEFC AND FSC AND HOW DO THEY DIFFER?

The Programme for the Endorsement of Forest Certification (PEFC) and Forest Stewardship Council (FSC) are certification systems designed to demonstrate through the supply chain and to the final consumer that any timber or wood fibre used in a product comes from well managed, forests. They differ in their approaches but we give equal weight to both systems.

## SHOULD I PREFER PEFC OR FSC CERTIFIED MATERIALS?

We consider that both PEFC and FSC certification systems provide credible and robust assurances that any timber or wood fibre products supplied to us originate from sustainable sources and do not contribute to deforestation. With just 27% of the global fibre basket certified to either system, by asking for both PEFC and FSC, companies will be supporting efforts to grow demand for certification and thereby sustainable forest management as defined by PEFC and FSC respectively.

## WILL THIS COST ME MORE MONEY?

You should discuss any cost with your usual Buyer contact. However, adoption of this policy should not result in a price premium, especially as both PEFC and FSC are approved.

## WHAT RECORDS SHOULD I KEEP TO SHOW COMPLIANCE?

For any products that fall under this policy you are required to keep records that prove that all virgin timber/fibre sources are from a legal, known origin and non-controversial sources.

## WHAT PRODUCTS DOES THIS POLICY APPLY TO?

This policy applies to all products you sell to us which contain wood or a wood-based component such as chipboard. These could be products we then sell such as packaging or wood products themselves or products that are goods not for resale, such as construction and fit out materials, office copier paper, marketing collateral, office furniture etc.

## ARE OTHER CUSTOMERS LIKELY TO STIPULATE CERTIFIED WOOD-BASED PRODUCTS?

Procurement policies and guidelines specifying both PEFC and FSC like this one have been adopted by many other retailers, brand owners and associations. The largest example is the Consumer Goods Forum (CGF) which in April 2014 recommended both PEFC and FSC as effective in contributing towards their goal of zero net deforestation by 2020.

## WHY NOT SPECIFY A PREFERENCE FOR RECYCLED MATERIAL?

If only recycled material was used the world would run out of fibre within six months. Fibre can only be recycled up to six times. So virgin fibre from sustainably-managed forests ensures that such it originates from a truly renewable resource.

## WHAT IS THE EU TIMBER REGULATION?

We encourage you to thoroughly research this law, as we require you to understand and comply with it. It is too complex to answer in a simple FAQ but a good starting point is here:

[www.gov.uk/eu-timber-regulation-guidance-for-business-and-industry](http://www.gov.uk/eu-timber-regulation-guidance-for-business-and-industry).

## WHERE CAN I GO FOR FURTHER INFORMATION?

Please use the following resources:

- [www.pefc.org](http://www.pefc.org)
- [www.fsc.org](http://www.fsc.org)
- [www.gov.uk/eu-timber-regulation-guidance-for-business-and-industry](http://www.gov.uk/eu-timber-regulation-guidance-for-business-and-industry)

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