

### OBJECTIVE

Informed procurement choices can support sustainable forest management, help protect workers' health and the rights of those who depend on forests. Increasingly, those involved in public sector and corporate purchasing are setting ambitious targets which aim to eliminate deforestation from their supply chains and encourage responsible practices. This guidance document is designed to help procurement professionals do just this. It will help them make informed choices and gain a better understanding of the challenges involved in the development and implementation of procurement policies for forest derived products such as paper, fibre based packaging, natural rubber, wood fibre, Man Made Cellulosic Fibres (MMCF), textiles and solid wood products.

This procurement guidance is designed to help increase your supply of wood-based products from sustainably-managed forests and help meet or set sustainability targets.

### BACKGROUND

[Insert name of company] is committed to sourcing wood and wood fibre based products in an environmentally and socially responsible manner. We support the sustainable management of the world's forests as renewable resources for the products we are using and producing. Our sourcing commitment helps us 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

As a pre-requisite, all suppliers selling wood and wood fibre based materials, must be sourcing from certified forests (PEFC, FSC or SFI) with full chain of custody certification.

It is [Insert name of company] policy that by [enter date] all wood and wood fibre is sourced in compliance with the following requirements:

- From a known and traceable source;
- Not illegally harvested or traded;

- In full compliance with appropriate regulation (e.g., UKTR, EUTR, Australian Illegal Timber Prohibition Act) where applicable;
- 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;
- Must not contain genetically modified material;
- Respects indigenous communities' rights to give or withhold their free, prior, and informed consent and respects their traditional and 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), PEFC endorsed national and

regional systems or Forest Stewardship Council (FSC).

## **RECYCLED MATERIALS**

We fully 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 by their suppliers
- Documentation must be held and maintained to demonstrate conformity with this policy
- Our Technical and Buying Team will be monitoring compliance with this policy and may request regular updates on progress
- Evidence of compliance with this policy must be produced on request

## **EVIDENCE OF COMPLIANCE**

- Third party audits will be carried out to ensure compliance with this policy
- Records must be maintained to demonstrate that either PEFC, PEFC endorsed national and regional systems or FSC Chain of Custody certified wood and wood fibre has been used in all batches of products produced for us
- Suppliers are expected to pass on the claims for the implementation of the PEFC chain of custody.

## **BACKGROUND**

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

<https://www.pefc.org/find-certified>

## 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 and wood fibre 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, wood fibre or a wood product or derivative is certified to PEFC 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 International website [treee.es/find-certified](https://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 wood or wood fibre used in a product comes from sustainable 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 wood or wood fibre products supplied to us originated from sustainable sources and do not contribute to deforestation. With just 13% of the global wood and wood fibre 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.

### WE ALREADY SPECIFY FSC-CERTIFIED MATERIAL IN OUR PROCURMENT POLICY. WHY DO WE NEED PEFC?

- Secure and increase supply to ensure competition
- Reduce the risk to your business of relying on a single scheme
- Reduce the disadvantages of a monopoly – checks and balances to ensure standards remain realistic yet competitive to drive innovation in best practices.
- More than two thirds (71%) of the world's forests are certified to PEFC-endorsed schemes – there is greater availability of PEFC material. By accepting both schemes you are demonstrating your company's commitment to all certified forests
- Mainstreaming global forest certification systems helps to promote sustainable forest management around the world. This enables stakeholders interested in promoting SFM through forest certification to opt for the forest certification system that best suits their particular needs, thereby securing greater buy-in for forest certification
- Increasingly both public and private sector procurement policies around the globe are acknowledging that choice is important and monopolies are bad for both business and society. Such policies recommend/require certification to a robust and credible system such as PEFC and

FSC for certified wood, wood fibre and recycled material

- Inclusive procurement policies enable companies to keep their sourcing options open regarding:

#### WILL THIS COST ME MORE MONEY?

You should discuss any cost with your usual supplier 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.

#### 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.

price and availability, and allow public authorities to operate cost-effectively.

#### WHAT PRODUCTS DOES THIS POLICY COVER?

This policy applies to all products you sell to us which contain wood and wood fibre -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 wood, office copier paper, marketing collateral and office furniture etc.

#### WHERE CAN I GO FOR FURTHER INFORMATION?

Please use the following resources

<https://www.pefc.org/find-certified>