

Quality Management Policy

Commitments for the Responsible Purchasing of Timber and Timber Products

1. Management Structure

The company has appointed a Director to be responsible for the implementation of this Responsible Purchasing Policy and will ensure that the relevant environmental issues are discussed regularly at the highest level of management.

The company will ensure that all employees associated with timber purchasing are aware of the Policy and its commitments, and are given appropriate education and training to allow its full implementation.

2. Responsibility

The company recognises that it has a responsibility to the environment, customers, suppliers, and staff to base its commercial activities on well-managed forests.

3. Timber Trade Federation Code of Conduct

The company is committed to the Timber Trade Federation *Code of Conduct* and applies the *Environmental Code of Practice* to all wood procurement activities.

4. Legality

The company is committed to purchasing all timber from legal sources and will seek evidence of compliance from suppliers that they are operating in accordance with the laws of their country. The company unreservedly condemns illegal logging practices and will keep informed of international processes and changes in legislation.

5. Endangered Species

The company will not trade in timber species prohibited under Appendix 1 of the CITES legislation and will obtain the appropriate documents for trade in all other CITES listed timber species.

6. Traceability and Supplier Monitoring

The company will perform a risk assessment on all suppliers, as documented by the RPP. The assessment will seek to provide the clearest practicable information regarding the sources of raw material used in the manufacture of wood products.

The information will form part of purchasing decisions and will be made available on request of independent verifiers.

7. Timber Certification

The company supports international efforts to improve forest management, for example, the development of credible timber certification schemes. This company recognises that the independent certification of forests and the process chain is the most useful tool for providing assurances that the timber comes from legal and well-managed forests. The company will only accept, or use labels or certificates that include environmental or sustainability claims – only if they are supported by publicly available standards drawn up in a fully participatory, transparent, and objective manner, and are backed by independent inspection.

8. Avoid Boycotts

The company will not encourage boycotts or bans on specific species of timber. Notwithstanding this, the company will cease to purchase any timber and timber products whose supply is in breach of the Timber Trade Federation *Code of Conduct* and, in particular, the *Environmental Code of Practice*.

9. Continuous Improvement

The company is committed to work with relevant trade organisations, non-governmental organisations, and governments to develop its purchasing policy. The company is committed to continuously raise the proportion of timber and timber products, in accordance with the stepwise approach, that originate from legal and sustainably managed forests.

10. Reporting and Auditing

The company will report annually to the appointed auditors. The auditors will assess and verify the company's progress and compliance under the Policy.