

## Sustainable Timber Procurement Policy

This policy is mandatory for all Capco business activities and must be communicated to all Capco timber suppliers and all suppliers who provide timber based goods and/or packaging materials.

Capco is committed to procuring all of its forestry products from both legal and sustainable sources.

Legal forestry products are defined as “Harvested in accordance with the applicable legislation in the country of harvest.”

Sustainably sourced products are defined as “Timber that has been harvested responsibly from well managed forests that are continuously replenished and ensure that there is no damage to the surrounding environment, or to native flora and fauna.”

This is achieved by procuring timber from the following sources:

- Acknowledged third party certifications system – [FSC](#)<sup>1</sup>, [PEFC](#)<sup>2</sup>, [SFI](#)<sup>3</sup>
- Reused timber from a known source – with documented evidence of original use.

The following points will apply to our purchasing practices:

- We specify in orders and contracts that suppliers must provide evidence that timber and timber products have been lawfully obtained from forests or plantations that are being sustainably managed. Acceptable evidence can include Category A (third party, independent certification) and Category B evidence (all other credible evidence). In accordance with current CPET guidance.
- Suppliers and sub-contractors must be able to provide evidence to Capco that the wood or wood products they supply are from legal and sustainable sources.
- Hired equipment developed for multiple uses will be considered reused timber.
- We also look to address the sustainability of wood based products, and paper and stationery used in the business must be certified to FSC or PEFC standard.

Assurance of compliance will be achieved through a timber register which must be updated by any member of staff purchasing relevant products. The register is accessible at G:\Asset Management\Sustainability\Timber Register. Note that FSC or PEFC standard paper and stationery products do not need to be recorded in the register.

The Directors of the company will monitor and review the operation of this policy on an annual basis to endeavour that it remains relevant and appropriate to the company, and this policy will be communicated to all employees and other interested parties.

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<sup>1</sup> FSC – Forest Stewardship Council

<sup>2</sup> PEFC – Programme for the Endorsement of Forest Certification

<sup>3</sup> [SFI – Sustainable Forestry Initiative](#)