

## Annex 1: Responsible Purchasing Policy Template

[COMPANY NAME] has appointed a Director to be responsible for the implementation of this Policy and will ensure that relevant sustainability issues are discussed regularly at the highest level of management.

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

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

X company is committed to purchasing all timber from minimum legal sources with a preference for material from sustainably managed forests and will seek evidence of compliance from suppliers by operating a due diligence system.

X company recognises that credible independent certification of forest management and chain of custody contributes to sustainable forest management and significantly reduces the risk that the timber comes from illegal sources .X company will prefer certified sources where feasible, favouring labels or certificates that include environmental or sustainability claims that are supported by publicly available standards drawn up in a fully participatory, transparent and objective process and verified by independent third-party auditing.

X 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 any international regulation.

X company is committed to continuously improve the proportion of timber and timber products that originate from legal and sustainably managed forests.

Signed by:

CEO, [name and date]

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