# Responsible Sourcing Policy

**TMP.23 Ver 2.0**

## Commitment by the management

[COMPANY NAME] is committed to buying products and services that ensure materials are sourced from legal and well-managed forests that are:

- Legal; and

- Certified to certification standards such as FSC and PEFC; and/or

- Post-consumer recycled materials.

## Continuous improvement

We hereby commit to keep improving the sustainability level of our sourcing. We favour stricter and more credible certification and verification standards, and we avoid sourcing from unknown or unsustainable origin.

## Certification

Where possible we are committed to procuring wood products that are legal or have been certified, FSC/PEFC, to ensure that the material originates from a known source or, preferably, from a well-managed forest.

## Legality

We are committed to sourcing only material that is produced, processed and traded according to applicable legislation.

## Social responsibility

We avoid

* **Any form of forced labour**, including bonded labour, forced prison labour, slavery, servitude, or human trafficking.
* **The use of child labour**. The minimum age for employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years.
* **Discrimination** on the basis of race, colour, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, family responsibilities, age, and disability or other distinguishing characteristics.

We want

* A **safe and healthy working environment**, including protection from fire, noise, accidents and toxic substances. Health and safety policies are established and followed.
* **To take action** if any of these issues is not meeting our policy, with us, or our suppliers.

## Environmental responsibility

## We are committed to promoting responsible stewardship toward the environment and its natural resources. We are committed to lessen the impact on the environment caused by our own activities or by our suppliers and sub-suppliers.

## Supply chain management and information

We will collect information for each purchase to do an effective risk assessment. We will manage these records effectively so that the relevant information can be passed on to our customers. These records will be kept for at least 10 years.

## Non-compliance

In case a non-compliance is detected at any point during the trading, processing or delivery of timber or timber products, we will immediately keep the products separate for full investigation. Where non-compliances remain after this study, then the products are not sold to our customers.

## Monitoring and verification

We will carry out applicable monitoring of internal systems and procedures. We also allow external audits, enabling third parties to check that the relevant systems are in place and being implemented.

## Review and adaptation of policy

We will ensure that this policy, and related documents, are periodically reviewed and appropriately revised.

## Communications and stakeholders

This Policy shall be available publicly and will be communicated to suppliers and interested parties.

Signed by:

Management representative, [name]

DATE: [DD/MM/YYYY]