

Template for developing a wood sourcing guide.

Commitment

Option A

At [Company name] we are committed to the responsible sourcing of wood and other forest products. Our long-term intention is that all wood used in the products that we purchase or specify is sourced from responsibly managed forests and/or recycled sources. [Company] commits to source wood that:

- comes from a known source, and is legally harvested and traded
- does not threaten high conservation value or high carbon stock forests
- does not come from deforestation or other ecosystem conversion, which leads to biodiversity loss including rare, threatened, and endangered species
- is harvested and produced in a way that recognizes and upholds indigenous and other local community rights and customs.

Option B

At [Company name] we are committed to the legal, ethical, and responsible procurement of the wood and wood-based materials used in our products. [Company name] will uphold this commitment through a stepwise approach to purchasing responsible wood-based products and within a framework of sound business disciplines to meet our commitments to our employees, customers, shareholders, and other stakeholders.

Option C

At [Company name] our long-term goal is to ensure that all wood products sold in our stores originate from well-managed forests. Our Responsible Wood Sourcing Policy is intended to inform the public and suppliers of our philosophy and commitments. We commit to working with existing and future.

Option D

At [Company name] we recognize that environmental and socio-economic issues are often directly related to forest products and, as a responsible corporate citizen, we take addressing these issues seriously. Our wood sourcing policy aims to contribute to environmental protection and to adopt ethical business practices. This Policy requires that all wood-derived products must have Forest Stewardship Council® (FSC®) chain of custody certification. [Company name] believes that FSC currently represents the highest standard for responsible forest management.

GOALS

Option A

At [Company name] we have a preference for FSC®-certified wood, and our goal is to achieve a minimum of X% FSC-certified wood for all our wood needs by 20XX.

Option B

[Company name] aims:

- We will ensure that 50% of all wood and wood-based products sourced comes from third-party certified origin by December 20XX.
- We will target 70% of all timber products to be sourced sustainably by 20XX, and 100% sustainably sourced by the end of 20XX.

Option C

[Company name] aims to source only Forest Stewardship Council® (FSC®)-certified materials and products. By 20XX, 100% of [Company's name]'s wood products will be purchased from a responsible source, thus either certified or from a controlled source.

Vendor Requirements

Option A

Suppliers are required to provide evidence to [Company name] that the wood products they supply are from responsible sources. Products supplied as FSC®-certified will only be accepted as such if accompanied by an invoice which confirms the FSC status of the products and the FSC certificate number of the immediate supplier.

Option B

[Company name] requires its existing and future vendors to act in accordance with this policy. [Company name] requires vendors to declare all wood suppliers and wood species used in the products and obtain chain-of-custody documents to verify that wood materials comply with this policy.

Recycled Materials Tropical Timber, Product labelling, and other specific topics.

Tropical timber

Tropical timber products are only accepted by [Company name] when FSC®-certified. As (Species name) can often be used in products in the '...' category, [Company name] explicitly requires (Species Name) products to be FSC-certified with the relevant supporting documentation.

Recycled materials

At [Company name] we recognize the advantages of reused and recycled wood products. We aim to accelerate our uptake of recycled wood and wood-based products by collaborating closely with our direct suppliers and importers to source more FSC®-certified recycled materials. Wherever possible we encourage our direct suppliers and importers to source wood and wood-based products with the FSC recycled label.

Reporting

Option A

At [Company name] we will review and update our policy periodically to ensure that it reflects changing circumstances, new knowledge, and opportunities. Finally, [Company name] commits to publicly reporting on such progress annually.

Option B

At [Company name] we will continue to engage with a diverse set of stakeholders to ensure our wood sourcing policies and practices are focused on the most critical risks and to identify additional ways that [Company name] can help to promote sustainable forestry practices. [Company name] is committed to reviewing this policy on an annual basis and will revise as necessary. Additionally, [Company name] is committed to developing verification and reporting processes to provide regular updates on progress against targets.

Option C

[Company name] is committed to partnering with FSC®. This will require its direct suppliers and importers of timber products to obtain FSC certification when FSC is specified. Where applicable [Company name] as well as its direct suppliers and importers use the FSC trademark(s) in compliance with the relevant FSC standards.

**** Please note that this template has been created to simplify the process for companies to develop a sourcing policy. However, it is not mandatory; companies are free to use their own templates or consult with the FSC VCD wood team members in charge of the document to develop a policy that aligns with their sustainability goals.