

## Sustainable Wood Fibre Sourcing Policy

### Our Commitment

Officeworks is committed to making a positive difference every day, which includes sourcing paper and wood products from sustainable and responsible sources. Responsible forest management includes complying with relevant laws, minimising negative environmental impact, maintaining high conservation values, respecting the rights of workers and Indigenous Peoples, maintaining positive community relations, protecting workers health and safety, and implementing ecologically and socially appropriate forest management and restoration techniques.

Our goal is that by December 2020, all paper products we sell will either be FSC certified or be made from 100% post-consumer recycled content. All furniture products will be sourced from verified legal, low-risk, responsible sources or will be FSC certified.

The sustainable sourcing of paper products has created the foundation for Officeworks to go beyond minimising environmental impacts in our own supply chains, to having a positive impact through our Restoring Australia initiative, in which two trees will be planted for every one used, based on the weight of paper products sold. This will result in at least 200,000 native trees being planted across Australia each year, in partnership with Greening Australia.

### Our Approach

Officeworks has a zero-tolerance to illegally logged timber in our supply chain and is committed to supply chain transparency in order to inform our sourcing decisions. To monitor compliance, we require all suppliers of paper and wood-based products to disclose detailed information, including chain of custody information, timber species and country and region of harvest. Products that do not meet these requirements will be excluded from our supply chains. Suppliers are required to ensure all relevant data is valid and properly maintained, and suppliers must notify us in advance if a forest source changes.

Suppliers of furniture products containing timber, which do not carry an independent forestry certification, are required to have the chain of custody verified by an independent third party to confirm that the timber is responsibly sourced, from legally verified, low-risk sources. This involves a systematic due diligence process whereby all timber supply chains are mapped, and risk assessed in terms of their level of compliance with our criteria for low risk products listed below.

Officeworks will continue to explore emerging technologies that support the requirements of this policy, which includes a range of possible tests such as wood fibre testing.

### Low risk timber products

Officeworks' goal is for all paper and/or wood products we sell, to meet the following criteria:

- Virgin fibre to be independently certified to credible, international standards of responsible forest management (preferably Forest Stewardship Council); or
- In the absence of a credible certification, virgin fibre to be legally sourced from low-risk plantations.
- Non-virgin material to be 100% post-consumer recycled.

### High risk timber products

Officeworks will not purchase products that contain wood-fibre from the following 'high risk' supply chains.

- The source forest is known or suspected to be of high conservation value, except where the forest is certified or in progress to achieve certification under a credible certification system, or the forest manager can otherwise demonstrate that the forest and/or surrounding landscape is managed to ensure that high conservation value is maintained;
- The source forest is being actively converted from natural forest to a plantation or other land use, unless the conversion is justified on grounds of net social and environmental gain, including the enhancement of high conservation values in the surrounding landscape;
- The timber raw material was illegally harvested or traded or does not meet the obligations of the Illegal Logging Prohibition Act 2012;
- The timber raw material was traded in a way that drives violent armed conflict or threatens national or regional stability (i.e. what is commonly referred to as conflict timber);
- The source forest is located in a state where there is an intrastate conflict between armed groups;
- The timber harvesting or processing entity, or a related political or military regime, is violating traditional or civil rights; or
- The source forest is unknown.

Officeworks is a signatory to the Vancouver Declaration, which is an international declaration to work towards more sustainable sourcing of forest products.

Our policy aligns with the United Nations Sustainable Development Goals of Life on Land (15), by protecting forests, strengthening natural resource management and increasing land productivity.

Effective 15<sup>th</sup> April 2019