

Sustainable Wood Fibre Sourcing Policy

1. Purpose

Officeworks is committed to putting people and planet at the heart of everything it does. This includes sourcing wood fibre¹ products, from sustainable and responsible sources. Officeworks recognises that deforestation, which is defined as conversion (whether legal or illegal) of natural forests to agriculture, tree plantations, livestock production, or other land uses, as well as severe or sustained degradation is a critical issue, it must play a leading role in addressing.

Officeworks is committed to protecting forests and does this through complying with relevant laws, minimising negative environmental impacts, maintaining high conservation values, respecting the rights of workers and Indigenous people, maintaining positive community relations, protecting workers health and safety, and implementing ecologically and socially appropriate forest management and restoration techniques.

2. Scope

This Policy applies to all Private Brand and direct sourced product suppliers to Officeworks. We strongly encourage national brands to follow this policy and it's our expectation that where the Supplier is the importer for the purposes of illegal logging laws, they conduct due diligence for regulated timber products to meet requirements of the Australian Illegal Logging Prohibition Act.

3. Related Documents

[People and Planet Positive Report](#)

4. Policy

4.1. Officeworks' wood fibre target

To align with Officeworks People and Planet Strategy 2028, our goal is that all paper and wood based private brand products and packaging to be made from FSC certified or 100% post-consumer recycled sources.

¹ Wood fibre relates to any fibre obtained from the trunk or branches of a tree or shrub.

4.2. Officeworks' approach

Officeworks has zero-tolerance to illegally logged timber in its supply chain and is committed to supply chain transparency to measure progress against its wood-fibre sourcing target and to inform sourcing decisions. Officeworks traces its supply chains to the point of origin for its most material deforestation risk commodity being wood fibre.

Monitoring compliance

To monitor compliance, Officeworks requires all suppliers of wood fibre for private brand products to disclose detailed information, including chain of custody information, timber species, forest type, conversion date and country and region of harvest. Private brand products that are not deemed low risk after a written risk assessment is conducted, are excluded from Officeworks' range. Suppliers are required to ensure all relevant data is valid and properly maintained, and suppliers must notify Officeworks immediately if a forest source changes as a new risk assessment will need to be conducted before importation.

Officeworks does not range private brand or direct import products that do not meet the requirements set out in this policy.

Partnerships

Officeworks has a partnership with FSC and is a signatory to the Vancouver Declaration, which is an international declaration to work towards more sustainable sourcing of forest products. It encourages its suppliers to become a signatory. This policy aligns with the United Nations Sustainable Development Goal of Life on Land (SDG 15), by protecting forests, strengthening natural resource management and increasing land productivity.

Officeworks will continue to explore the use of emerging technologies that support the requirements of this policy, which include wood fibre testing, satellite mapping and blockchain.

Reporting

To aid in public reporting of progress towards its wood fibre sourcing goal, progress is outlined in its audited [People and Planet Positive Report](#).

5. Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

Term	Definition
FSC	Forest Stewardship Council
PEFC	Programme for the Endorsement of Forest Certification
Post-Consumer Recycled	Post-Consumer material is material waste generated by households or by commercial, industrial and institutional facilities.

6. Awareness

This policy will be made available on the Officeworks website, Onet and the Supplier Portal.

7. Consequences of non-compliance

If products supplied to Officeworks are not made in line with the criteria set out in this policy, the products will not be approved by the Sustainability Team and won't be able to be ordered.

8. Document Information

Document Owner	Managing Director
Document Delegate	Head of Corporate Affairs
Policy Level	Level 3
Document Approver	Managing Director
Frequency of Review	Every 2 years
Wesfarmers Policy	3.12 Environment and Climate Policy
Legislation	Illegal Logging Prohibition Act 2012

Version	Date	Author	Type of change	Description of Update
1.0	June 2025	Alex White	Minor	Removed references to “zero deforestation” and updated to new policy template and numbering system.
2.0	July 2026	Rhys Blakemore	Major	Adjusted the policy to apply to Private Brand and direct import products only