

# John Lewis

<b>SUSTAINABLE TIMBER AND PAPER POLICY</b>	Reference:	SRS015
	Version:	4

## 1. POLICY

### Our Commitment

John Lewis commits that our products will only use timber and paper obtained from known, legal and well managed forests to avoid contributing to deforestation and forest degradation and to respect the people and communities that depend on them.

This policy applies to all John Lewis own brand products made of, or containing, the following:

- solid timber
- components or parts made of timber and/or paper
- timber composites such as MDF and particleboard
- paper products from virgin wood fibre and recycled wood fibre sources
- components or parts made of agricultural by-products

Not currently included in the scope this policy:

- Packaging
- Non-Timber Forest Products

All paper products must meet the requirements of our sustainable sources category, which requires sources to be FSC, PEFC or Recycled.

John Lewis will also engage with brands represented in our shops and online to seek assurance that appropriate due diligence is also being undertaken for the products we sell containing the above.

We will publicly report on our progress annually.

### Our Ambition

By end of 2020, 100% of the timber and paper in our own brand products will only contain material from responsible and sustainable sources, as described below.

## 2. SOURCE CATEGORIES

John Lewis expects all existing, and any future, suppliers to act in accordance with the standards set out in this policy. We will work with all suppliers to assist them to progressively improve their sourcing practices for timber and paper products in a stepwise approach as indicated in the table on page 2.

<b><u>MINIMUM REQUIREMENTS</u></b>	<b><u>RESPONSIBLE SOURCES</u></b>	<b><u>SUSTAINABLE SOURCES</u></b>
<p><b><u>Known and legal sources:</u></b></p> <p>All suppliers of products containing timber and paper must continually demonstrate traceability and be able to prove that timber or paper used was legally harvested and traded*.</p> <p>John Lewis will support suppliers to ensure that all products contain known and legal timber and paper sources. Any timber or paper sources contained in products that cannot meet these minimum requirements may need to be resourced, and failure to do so will result in products being delisted. Any supplier unwilling to undertake necessary improvement actions will be excluded from John Lewis supply chain.</p>	<p><b><u>Non-Controversial sources:</u></b></p> <p>In addition to the minimum requirements, suppliers are able to demonstrate that the timber or paper used was not harvested from:</p> <ul style="list-style-type: none"> <li>• <i>Sources obtained in violation of traditional and civil rights</i></li> <li>• <i>Forests where high conservation values are threatened</i></li> <li>• <i>Forests being converted to plantations or non-forest use</i></li> </ul> <p><b><u>Recycled Sources - Pre-Consumer and Post-Consumer Waste:</u></b></p> <p>In addition to the minimum requirements, Suppliers are able to demonstrate full traceability and proof that the raw materials used in their products are from recycled sources or agricultural by-products.</p>	<p><b><u>FSC Certified:</u></b></p> <p>In addition to the minimum requirements, suppliers can demonstrate that the timber or paper sources come from Credible Third-Party Certification Scheme such as FSC, with an intact Chain of Custody.</p> <p><b><u>Other Certified &amp; Non-Controversial</u></b></p> <p>In addition to the minimum requirements, suppliers can demonstrate that the timber or paper sources are certified to other forest certification scheme (ie. Programme for Endorsement of Forest Certification (PEFC)) with intact Chain of Custody and meets our criteria for Non-Controversial sources.</p> <p><b><u>Certified Recycled</u></b></p> <p>In addition to the minimum requirements, suppliers can demonstrate that the timber or paper sources are certified by FSC, PEFC or Blue Angel - as Recycled with intact Chain of Custody.</p>

*\*For products falling in the scope of the EU Timber Regulation (Regulation (EU) No 995/2010), suppliers may be expected to provide a greater level of evidence that timber was legally harvested and traded, before entering John Lewis supply chain, in order to satisfy the requirements set out in Article 6 of the Regulation.*

### 3. MONITORING

John Lewis will monitor and assess its supply chains containing timber and paper inputs, and will employ a risk management approach to provide assurance that suppliers are complying with our policy and progressing towards our commitment in a stepwise manner.

John Lewis will:

- Require suppliers to disclose their timber and paper sources and provide all relevant information and supporting documentation to demonstrate compliance;
- Provide training and additional guidance to our buying teams and suppliers on the implementation of this policy and its implications;
- Measure and report on supplier sourcing improvement and compliance against our policy at least annually;
- Review and update this policy periodically to ensure that it reflects changing circumstances, new knowledge and opportunities for John Lewis.

## 4. DEFINITIONS

### ***Agricultural by-products***

- Secondary products derived from agricultural processes that do not contribute to deforestation (for example wheat straw, bagasse or kenaf). Paper and packaging made from agricultural waste or purpose grown agricultural crops (like wheat straw, bagasse and bamboo) can take the pressure off of forests.
- Timber from orchard trees such as mango, olive wood, and nut trees, that are unproductive and cut for replacement and where farming does not threaten natural forests.
- Rubber wood is not considered as an agricultural by-product due to the potential for conversion of natural forests.

***CITES – Convention on International Trade in Endangered Species of Wild Fauna and Flora.*** CITES Appendices contain a list of species that have a specified level of protection associated with them and which therefore carry certain conditions on their global trade. Timber and timber products containing CITES-listed species may be imported only if the appropriate CITES permit/certificate has been obtained and presented for clearance at the port of entry.

***Credible Third-Party Certification Scheme*** - Timber and paper that is certified by a third party to prove the raw material is recycled or comes from a well-managed forest. A credible certification scheme requires:

- Participation of all major stakeholders in the process of defining a standard for forest management that is broadly accepted.
- Compatibility between the standard and globally applicable principles that balance economic, ecological, and equity dimensions of forest management.
- Traceability of specified products back to the raw material source through a chain-of-custody system.
- An independent and credible mechanism for verifying the achievement of these standards and communicating the results to all major stakeholders.

At present, John Lewis believe that FSC (Forest Stewardship Council) remains the most comprehensive and most broadly recognized and accepted forest products certification system, globally. As a result, **John Lewis committed to supporting and giving preference to timber and paper products that are certified to the FSC standards, especially for sources from potentially High Risk Countries.**

***High Conservation Value (HCV)*** - An HCV is a biological, ecological, social or cultural value of outstanding significance or critical importance. The six categories of HCVs are:

1. Species diversity: Concentrations of biological diversity including endemic species and rare, threatened or endangered species, that are significant at global, regional or national levels.
2. Landscape-level ecosystems and mosaics: Large landscape-level ecosystems and ecosystem mosaics that are significant at global, regional or national levels, and that contain viable populations of the great majority of the naturally occurring species in natural patterns of distribution and abundance.
3. Ecosystems and habitats: Rare, threatened, or endangered ecosystems, habitats or refugia.
4. Ecosystem services: Basic ecosystem services in critical situations, including protection of water catchments and control of erosion of vulnerable soils and slopes.
5. Community needs: Sites and resources fundamental for satisfying the basic necessities of local communities or indigenous peoples (for livelihoods, health, nutrition, water, etc.), identified through engagement with these communities or indigenous peoples.
6. Cultural values: Sites, resources, habitats and landscapes of global or national cultural, archaeological or historical significance, and/or of critical cultural, ecological, economic or religious/sacred importance for the traditional cultures of local communities or indigenous peoples, identified through engagement with these local communities or indigenous peoples.

***High-risk country*** – John Lewis will assess the countries of origin of the forests for evidence of risk, according to publicly available forestry information on specialized websites and literature. Given that corruption and

illegal logging are related, John Lewis will consider all countries with a [Corruption Perception Index \(CPI\)](#) - according to Transparency International - below 50 as potentially high risk for legality.

**Known and Legal sources** – Timber or paper is from known forest sources and has supporting documentation including scientific name of tree species, location of the forest/s of harvest, and composition of the supply chain. CITES (see definition below) listed species will need to be accompanied by the proper documentation. In case of composite products (such as paper or MDF, for example) supplier will need to prove traceability to the primary manufacturer, who in return will disclose all the potential tree species and their country/ies of origin used to manufacture the product supplied. All suppliers based outside the European Union (EU) and supplying products included in the scope of the EU Timber regulation (Regulation (EU) No 995/2010) will be expected to supply full evidence that timber was legally harvested and traded to potentially a greater level of detail before entering John Lewis supply chain, as defined in Article 6 of the Regulation (EU) No 995/2010.

*NOTE: John Lewis will assess the risk of illegal logging and trade in the supply chain based on the level of perceived corruption of the countries where the different players – especially the primary manufacturer and forests - are located. Based on these results, additional risk mitigation measures may need to be implemented, such as third party certification or verification of the sources and/or on-site visits and assessments to the factories by a qualified organization or auditor.*

**Non-Controversial Sources** - Timber or paper is from a known and legal origin and not harvested under any of the following situations:

- Sources obtained in violation of traditional and civil rights
- Forests where high conservation values are threatened
- Forests being converted to plantations or non-forest use

John Lewis will assess the above conditions on a case by case basis, using as main risk factors, the country of origin of the trees (or sub-national location) and the tree species. Based on risk, John Lewis may require third party assessment of the source material to demonstrate that material is non-controversial.

**Non-Timber Forest Products**- Any product other than timber or paper that is produced in forests. They include fruits and nuts, vegetables, fish and game, medicinal plants, resins, essences and a range of barks and fibres such as bamboo, rattans, and a host of other palms and grasses.

**Other Certified & Non-Controversial** – Timber or paper that is certified by Programme for the Endorsement of Forest Certification (PEFC) may be accepted provided our requirements for “non-controversial sources” are also met, which means source is not high-risk for controversial sourcing or has undergone an FSC Controlled Wood risk assessment or equivalent for that country or forest management unit has taken place.

**Own Brand Timber Products** –Any product carrying the John Lewis brand or exclusively supplied to John Lewis, which contain timber and/or paper materials that fall within scope of this policy. Examples include but are not limited to framed prints, furniture, blinds, wallpaper toys, stationery, crafts.

**Recycled Material** – Post-Consumer material that is reclaimed from a consumer or commercial product that has been used for its intended purpose by individuals, households or by commercial, industrial and institutional facilities in their role as end-users of the products; and Pre-Consumer material that is diverted from the waste stream during the manufacturing process. Excluded is reutilization of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it.