

THE JOHN LEWIS PARTNERSHIP TIMBER STANDARD	Reference:	SRS015
	Version:	5

**Our Commitment:**

The John Lewis Partnership encompassing the John Lewis and Waitrose brands commits that our products will only use 'Trusted Timber' sources as defined by our Timber Source Categories to avoid contributing to deforestation, forest degradation and to respect the people and communities that depend on them.

**Scope:**

The requirements of this standard applies to:

1. All John Lewis and Waitrose Own Brand and Exclusive products<sup>[1]</sup>
2. Branded products for which John Lewis and Waitrose is classified as the 'Operator' under the EU timber regulation (995/2010)  
(Henceforth referred to as 'in-scope' products throughout the remainder of this document).

Made up 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
- Timber as a bi-product of agricultural production<sup>[1]</sup>
- Cork and solid bamboo.

The standard does not apply to the following types of product:

1. John Lewis and Waitrose branded products which do not contain timber or paper components e.g. fabrics. For specific standards regarding products derived from regenerated cellulosic materials or fibres please refer to Materials Matters.
2. All packaging (Own Brand and Exclusive) used exclusively as packing material to support, protect or carry another product.
3. Non-Timber forest products<sup>[1]</sup>

The exclusions above do not apply if John Lewis and Waitrose is classed as the 'Operator' under the EU Timber Regulation (995/2010).

**To ensure our 'Trusted Timber' Requirements are met the John Lewis Partnership will;**

- **Adhere to all relevant national and international legislation<sup>[2]</sup>** relating to forest management and timber trade, including but not limited to requirements of the EU Timber Regulation (995/2010), FLEGT licensing system, CITES convention and any relevant EU & UN sanctions on timber exports.
- **Only source wood material that has been produced, processed and traded in compliance with applicable legislation<sup>[2]</sup>** in the country where harvested, as well as along the entire supply chain.

- Implement a **due diligence system**<sup>[3]</sup>, in line with the requirements of the EU Timber Regulation (EUTR) to ensure that all wood material subject to the John Lewis Partnership Timber Standard is at 'low risk' of having been illegally harvested, transported and traded.
- Where necessary, trace timber sources used in in-scope products back to the country of harvest and forest source country specific sourcing requirements.
- Not source wood material harvested from or traded through countries or areas with prevalence of **armed conflicts**, for which '**conflict timber**'<sup>[4]</sup> is a concern.
- Not source material that includes timber harvested from and/or including species listed on the John Lewis Partnership list of prohibited origins and species as well as abide by the John Lewis Partnership country specific sourcing requirements.<sup>[5]</sup>
- Ensure that **100% of wooden garden furniture is sold as FSC certified, PEFC Certified or Grown in Britain Certified.**
- Ensure that **100% of all paper products**<sup>[6]</sup> are sold as **FSC or PEFC certified or Grown in Britain Certified.**
- Ensure that products or timber sources which **do not comply with the requirements of this Standard are re-sourced and products delisted** (where no compliant material is available within a reasonable timeframe).
- Measure and report on supplier sourcing improvement and compliance against our Standard at least annually.

**Timber Source Categories:**

The John Lewis Partnership expects all existing, and any future, suppliers to act in accordance with our commitment and the requirements set out in this standard.

All timber sources (as defined in the scope of this standard) once risk assessed will be placed into one of the below timber source categories:

<b>Trusted Timber</b>	<b>Best Sources</b>	<p><b>FSC Certified</b> 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>Other Certified &amp; Non-Controversial</b> In addition to the minimum requirements, suppliers can demonstrate that the timber or paper sources are certified to other forest certification scheme (i.e. Programme for Endorsement of Forest Certification (PEFC)) with intact Chain of Custody and meets our criteria for Non-Controversial sources.</p> <p><b>Certified Recycled</b> In addition to the minimum requirements, suppliers can demonstrate that the timber or paper sources are certified by FSC or PEFC - as Recycled with intact Chain of Custody.</p>
	<b>Better Sources</b>	<p><b>Non - Controversial Sources</b> 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>• Sources obtained in violation of traditional and civil rights</li> <li>• Forests where high conservation values are threatened</li> <li>• Forests being converted to plantations or non-forest use.</li> </ul> <p><b>Recycled Sources - Pre-Consumer and Post Consumer Waste</b> 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>
	<b>Good Sources</b>	<p><b>Known &amp; Legal</b> 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>The John Lewis Partnership 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 and Waitrose supply chains.</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 and Waitrose supply chains in order to satisfy the requirements set out in Article 6 of the Regulation.

\*See appendix for further breakdown of the minimum requirements of each category.

All timber sources which meet the requirements of our ‘Good, Better & Best’ categories will be classified as ‘Trusted Timber’.

Timber sources contained in products within the scope of the EUTR must meet the requirements of our Good category or above.

For Timber sources out of scope of the EUTR but inscope of our John Lewis Partnership Standard which sit within the non-compliant category, we will work with all suppliers to assist them to progressively improve their sourcing practices in order to meet our 2020 Trusted Timber Target and ensure full compliance with our Timber Standard beyond this.

**Monitoring:**

The John Lewis Partnership will monitor and assess all supply chains containing timber and paper inputs, and will employ a risk management approach to provide assurance that suppliers are complying with our standard and progressing towards our commitment.

**The John Lewis Partnership 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.

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[1] See definitions section below for definitions reference throughout this document.  
[2] The definition of applicable legislation can be found on page 12 of the John Lewis Due Diligence Manual (SRS017).  
[3] More details on our timber legality assurance can be found in the **John Lewis Partnership Due Diligence Manual (SRS017)**.  
[4] The term **conflict timber** is used to describe the harvesting or trade of forest products used to fund parties engaged in *armed conflicts* resulting in serious violations of human rights, violations of international humanitarian law or violations amounting to crimes under international law.  
[5] See Annex 7 of the John Lewis Due Diligence Manual (SRS017).  
[6] All products classed under Combined Nomenclature codes 47 or 48, as well as all other products where the product is primarily composed of paper material e.g. paper blinds.

## Appendix:

### Timber Source Categories:

<p><b>Best</b></p>	<p>'Best' sources are those which meet our top sourcing requirements.</p> <p>In order to exceed our 'Better' category, products are demonstrated to be certified according to a sustainable forest management practice at the forest level and for all companies in the supply chain between the forest and John Lewis to have achieved chain of custody certification, audited by an independent third-party certification body.</p> <p>For certification to be demonstrated for products, the direct supplier must hold a valid chain of custody certificate, include the products sold to John Lewis within the scope of their certificate and sell products to John Lewis as certified.</p> <p>The John Lewis Partnership currently recognises the following certification schemes as sitting in our best categories:</p> <ul style="list-style-type: none"> <li>● Forest Stewardship Council (FSC)</li> <li>● Programme for the Endorsement of Forest Certification (PEFC)</li> <li>● Grown in Britain</li> </ul> <p>In addition, we also encourage sourcing of recycled material certified against FSC, PEFC and Grown in Britain.</p>
<p><b>Better</b></p>	<p>'Better' sources are those which meet and exceed our 'Good' timber requirements. In order to exceed our 'Good' sourcing requirements, sources must be:</p> <p>1. <b>Recycled material:</b> Non-certified material that would have otherwise been disposed of as waste or used for energy recovery, but has instead been collected and reclaimed as input material, in lieu of virgin material, for re-use, recycling, re-milling in a manufacturing process or other commercial application. This includes;</p> <ul style="list-style-type: none"> <li>● <i>Post-consumer recycled material:</i> 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 product.</li> <li>● <i>Pre-consumer recycled material:</i> Material that is reclaimed from a process of secondary manufacture or further downstream industry, in which the material has not been intentionally produced, is unfit for end use and not capable of being re-used on-site in the same manufacturing process that generated it.</li> </ul> <p>2. <b>Non-controversial Sources:</b></p> <p>Virgin material derived from either FSC certified forests but has a broken Chain of Custody or derived from countries concluded as low risk for timber legality according to the FSC Controlled Wood system;</p> <ul style="list-style-type: none"> <li>● <i>SC Certified Broken Chain of Custody material:</i> Material originating from an FSC certified forest but for which the certified chain of custody is not intact because one of more subsequent suppliers in the supply chain does not hold a valid FSC certificate or include the product/input materials within their FSC certificate scope. Sufficient evidence of the chain of custody to link material to its certified source must be provided.</li> <li>● <i>FSC Controlled Wood origin material:</i> Material originating from a country designated as low risk for all FSC Controlled Wood categories 1-5, according to an approved FSC Risk Assessment. To see which countries that have been designated low risk please visit the FSC Document Centre.</li> </ul> <p>FSC Controlled Wood categories are;</p> <ol style="list-style-type: none"> <li>1. Illegally harvested wood;</li> <li>2. Wood harvested in violation of traditional and civil rights;</li> <li>3. Wood harvested in forests where high conservation values are threatened by management activities;</li> <li>4. Wood harvested in forests being converted from natural and semi natural forest to plantations or non- forest use;</li> <li>5. Wood from forests in which genetically modified trees are planted.</li> </ol>

<p><b>Good</b></p>	<p>We are committed to sourcing timber and paper products which, at a minimum, can be demonstrated to originate from 'Trusted Timber' sources. This 'Good' category represents the John Lewis Partnerships minimum requirements for purchase/ sale of products.</p> <p>Good timber sources are;</p> <p>1. Those where; (i) the timber origin and species is known (ii) supply chains have undergone a risk assessment by the John Lewis Partnership or our 3rd party due diligence provider, and (iii) were concluded to be at negligible risk of including illegal timber or paper.</p> <p>2. FLEGT Licensed Timber A FLEGT licence is a document issued by a Voluntary Partnership Agreement (VPA) partner country for timber or timber products destined for the EU market. The FLEGT licence confirms that the timber or timber products covered by that licence are legal according to relevant laws of the VPA partner country. Timber or timber products accompanied by a FLEGT licence are accepted as legal under the EU Timber Regulation. John Lewis therefore recognises FLEGT Licensed timber as meeting the minimum requirements of the Raw Material Standard and further due diligence is not required.</p> <p>3. LegalSource Certified Timber The LegalSource Standard sets out the LegalSource requirements for producing and sourcing legally harvested timber. The standard is aligned to the EU Timber Regulation, setting out requirements covering supply chain management, risk assessment, risk mitigation and quality management systems. Timber and timber products certified against this standard are considered to minimum requirements of the Raw Material Standard.</p>
<p><b>Non-Compliant</b></p>	<p>The John Lewis Partnership will not purchase from any supply chains for which there is insufficient knowledge of the timber source and evidence of legality. Such prohibited sources are not in compliance with the minimum requirements of the Raw Material Standard and obligations under the EU Timber Regulation.</p> <p>As such, any products containing sources found to fall into this category will not be purchased/sold. Products may only be purchased/ sold once all sources used as inputs in products are shown to meet the Trusted Timber source requirements. If legality risk cannot be mitigated and sources cannot be shown to meet Known &amp; Legal requirements of Trusted Timber, John Lewis commits to replacing the supply chain or supplier where necessary.</p>

## Definitions:

**Exclusive Products** - Product which does not carry the John Lewis or Waitrose label but has been designed for and is only available at John Lewis or Waitrose.

**Agricultural by-products** - Timber that is produced as a by-product of agricultural production i.e. it is not the primary purpose for harvest. This includes, but is not limited to, rubberwood, mango, olive wood and other nut trees.

**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, the John Lewis Partnership believe that FSC (Forest Stewardship Council) remains the most comprehensive and most broadly recognized and accepted forest products certification system, globally. As a result, the John Lewis Partnership is 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.

In addition, we also encourage sourcing of recycled material certified against either of the PEFC certification scheme and the Grown in Britain licensing scheme in recognition of the importance of home grown timber in supporting local industry.

**High-risk country** - The John Lewis Partnership 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 and Waitrose will consider all countries with a Corruption Perception Index (CPI) - according to Transparency International - below 50 as potentially high risk for legality.

**High Conservation Value (HCV)** - A 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.

**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 woven bamboo, rattans, and a host of other palms and grasses. Other Non-Timber Forest Products include rubber and latex.

**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

The John Lewis Partnership 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, the John Lewis Partnership may require third party assessment of the source material to demonstrate that material is non-controversial.

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