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## FSC Policy

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G. A. Thomma

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**Approved for Use By:** Geoff Thompson (Head of Sales)

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**Document Authority:** Warren Sellers (Business Standards Manager)

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## **Policy**

Posturite Ltd specialise in the supply of ergonomic products and services. Posturite Ltd is committed to the principles promoted by the Forest Stewardship Council (FSC) of environmentally appropriate, socially beneficial and economically viable management of forests.

Our senior management and managers recognise that business leadership carries a responsibility to the environment and the world's forests. Our intention is to purchase products containing timber from suppliers who hold Forest Stewardship Council (FSC) chain of custody certification

All FSC compliant products will be clearly labelled with full traceability from supplier through to our customers. Labelling will be in line with the requirements of the certification scheme.

To ensure all Company employees are aware of our FSC standard requirements, they will receive specific training to align their duties with the requirements of our chain of custody certification.

Employees with direct responsibility for purchasing, receipt inspection, labelling, sales and despatch of FSC products will be issued with a copy of the applicable FSC Chain of Custody Procedure to guide them on the requirements of the standard.

The Company ensures suppliers are able to provide evidence that the products they supply are from responsible sources and are able to provide relevant information on request. Any products supplied as FSC certified will only be accepted as such if accompanied by an invoice which confirms its FSC status.

### **Objectives achieved by:**

The regular examination of suppliers and their certification. The control and use of FSC logo to comply with the appropriate FSC standard. The control of purchasing of FSC materials. The examination and control of material and its documentation on receipt. The control of FSC material from storage through to supply. The control of outsource operations. The provisions of appropriate despatch and invoicing documentation. The examination of areas where this system could fail, with appropriate corrective action. The training of personnel who could affect the FSC process. The auditing of the systems to ensure that they are fit for purpose and are followed. The management control of the above activities and systems and provide the basis for continual improvement.

Posturite are not directly or indirectly involved in the following activities:

- a. illegal logging or the trade in illegal wood or forest products;
- b. violation of traditional and human rights in forestry operations;
- c. destruction of high conservation values in forestry operations;
- d. significant conversion of forests to plantations or non-forest use;
- e. introduction of genetically modified organisms in forestry operations;
- f. violation of any of the ILO Core Conventions, as defined in the ILO Declaration on Fundamental Principles and Rights at Work, 1998.

This policy is duly signed by our Head National Sales Manager as recognition of the importance in meeting the above requirements.

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<b>Issue</b>	<b>Change Detail</b>	<b>Date</b>
1	Created as part of FSC Certification process	Sept 2019
2	Reviewed	Sept 2020

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The Business Standards Manager is the authority of this document and is responsible for ensuring that this document is reviewed in line with the review requirements of the organisation control and management systems.

This procedure was approved by the MD on the date shown and is issued on a version-controlled basis under their signature