



# Responsible Procurement Rules

## Supplier information

In view of our Due Diligence System, compliant with the EU Timber Regulation and US Lacey Act, we kindly ask you, to provide the necessary information. The provision of this information and the respect of our Responsible Procurement Rules is part of our purchase conditions. Please inform us immediately if there is any change in the country of harvest, or the forest(s)/ concession(s) of harvest.

**We would like to obtain the following information:**

- 1) The country (or countries) and forest(s) of harvest** on the invoice (or an associated document);
- 2) The documents concerning trade, export and transport of timber, for each shipment:**
  - a. the certificate of origin, the phytosanitary certificate, BL (Bill of Lading);
  - b. the final customs declaration, for example EX 1 (country of origin) and EX 3 (wood in transit);
  - c. by sampling, on demand, authorizations for loading (AVE, BAE), payment of customs/export taxes, traceability documents;
  - d. if applicable, the certification and chain of custody number, FLEGT License or CITES permit.
- 3) For non-certified wood for all destinations, and for all wood with destination EU and USA, please provide, annually:**
  - a. the (annual) logging permit or proof of approval of the operational plan;
  - b. a map of the annual harvest area;
  - c. for non-certified wood, a proof of payment of timber and forest royalties and taxes (e.g. "Quitus fiscal");

**for the time of validity of the documents:**

  - d. a map of the forest or reference to an official map (for ex. WRI/GFW maps);
  - e. a proof of attribution of the forest title (depending on the country, proof of the convention, decree of attribution or proof of the forest management plan)
  - f. a proof of the forest management plan: decree or approval letter; summary or the cover page & table of contents.
- 4) For wood from non-certified forests/without 3<sup>rd</sup> party license** where risk is identified, we will come back to you to request a field verification.

**Please fill out and sign the below declaration or provide a similar declaration containing the points below:**

Normal Origin of the wood (details in purchase contracts and/or on the invoices)				
Product (logs, lumber, vener...)	Most important species	Country of harvest	Forest / forest permit	Certified? FSC, PEFC, OLB, LegalSource™,
...	...	...	...	...



**Declaration of legality and responsible procurement (to be signed by the supplier)**

I confirm, based on a Due Diligence analysis of sources, and/or certification, that all the wood I supply is from legal and responsible sources, in particular:

- 1) that the wood has been legally produced, purchased and harvested, in accordance with the applicable legislation in the country of harvest and with applicable international conventions, including following aspects:
  - rights to harvest timber within legally gazetted boundaries (harvest permits);
  - payments for harvest rights and timber including taxes and duties related to timber harvesting;
  - timber harvesting, including forest, environmental, and biodiversity conservation legislation;
  - human rights and 3<sup>rd</sup> parties', local communities and Indigenous Peoples', legal rights concerning use and tenure affected by timber harvesting, including the requirements for free and prior informed consent (FPIC);
  - occupational health and safety and workers' rights, related to timber harvesting, including the Core ILO conventions (freedom of association; the right to collective bargaining; the elimination of forced labour, child labour and discrimination in the workplace); and
  - trade, transport and customs, in so far as the forest sector is concerned, including in the framework of CITES;
- 2) that no corruption has been identified related to granting or issuing of permits and licenses for harvest, transport and wood procurement and trade;
- 3) that our company is not involved in the following activities:
  - destruction, during forestry operations, of High Conservation Values or High Carbon Stock forests or peatlands;
  - deforestation, neither the conversion of forests or peatlands into plantations or non-forest purpose land use;
  - the introduction, in the context of forestry operations, of genetically modified organisms;
  - the use of highly harmful pesticides, as described by the WHO (Annex 1A, 1B) and in the Stockholm and Rotterdam conventions;
- 4) that best forest- and soil management practices are implemented (Reduced Impact Logging), avoiding erosion and degradation of the soil, peats, the water network or the forest cover and that non compliant deforested areas will be rehabilitated;
- 5) that illegal activities (illegal logging, fire, poaching..) are controlled and legal and sustainable hunting by the local population is ensured, avoiding decline of wildlife species' populations, while respecting protected species.

I agree to:

- provide the correct information on the country of Harvest, and, if applicable, the forest of harvest, throughout the supply chain, and to immediately inform INTERHOLCO if there is a change in the supply chain, the forest sources;
- provide evidence of compliance with this declaration (documents),
- appoint a person responsible for evaluating compliance;
- pass on the requirements of legal and responsible sourcing throughout the supply chain;
- comply with INTERHOLCO's responsible sourcing policy (available on [www.interholco.com](http://www.interholco.com) → Sustainability → Environmental Landscape).

If applicable, for example for high risk non-certified sources, I agree to receive (confidential) supply chain or forest audits.

**Company:** .....

**Address, Country:** .....

**Date, Place:** .....

**Name, Signature:** ..... 'Read and approved'