

Sustainable Timber Procurement Policy v2 0421

West Sussex Office Furniture Ltd. are committed to ensuring that a process of due diligence is implemented and followed when procuring timber products. This is to ensure that the organisation is not directly or indirectly involved in the following activities:

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

As a user of timber and wood-based products, WSOF Ltd recognizes that it has a responsibility to the current and future generations and will therefore strive to promote sustainable forest management. The company will ensure products are obtained from credible certified managed forests by following the chain of custody process. WSOF Ltd will ensure that our supply chain also adheres to the standards set out above, by regular auditing.

Signed Car Paulitt Position DIRECTOR Date 21/4/21