

# Chain of Custody Policy

CastleOak promoting Sustainable Forest Management and Sustainable Procurement

*"It is not possible to sum up the importance of forests in just a few words. Forests impact on our daily lives in so many ways, even in the midst of a busy, noisy, city centre. Despite our dependence on forests, we are still allowing them to disappear"* - **WWF Statement**

CastleOak Timber Frame is committed to protecting the environment through the implementation and maintenance of a Chain of Custody, which forms part of our company-wide Management Systems.

As a timber frame manufacturer and user of timber based products, CastleOak Timber Frame recognises that it has a great responsibility to current and future generations so actively embraces sustainable forest management.

We recognise the environmental and social impacts that illegal timber production can have, and are committed to minimising these impacts by working with our supply chain to source timber from both legal and sustainable sources.

To help us deliver this commitment we ask our suppliers to provide evidence that the timber they use is sustainably sourced, through FSC or PEFC chain of custody certification. We have processes and controls in place to ensure this takes place.

The aim of our Chain of Custody is to ensure that CastleOak Timber Frame maintain an unbroken path of responsibly managed timber based materials from the forest to our customers. Our Chain of Custody Procedures operate in accordance with the requirements of the FSC Standard for Chain of Custody Certification (FSC-STD-40-004 – V2-1 EN) and the PEFC International Standard PEFC ST 2002:2013

As part of this policy, CastleOak Timber Frame will not be directly or indirectly involved in the following activities at any time:

- 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;
- Sourcing timber from: Species prohibited under Appendix I and II of the Convention on International Trade in Endangered Species (CITES).

This Policy is issued to all CastleOak Timber Frame employees and made available to interested parties upon request. It is reviewed annually to ensure that it fully represents the culture, activities and aims of CastleOak Group.

A handwritten signature in black ink, appearing to read "Neil Robins".

Neil Robins  
Operations Director – Timber Frame

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Next review: March 2017