

Timber Procurement Policy

1. Introduction

Terry Smith Limited is a subsidiary of Central England Co-operative and trades as Terry Smith Coffins. Terry Smiths manufacture a range of coffins and sources both fibre board and veneers for use in their manufacture.

Terry Smith Coffins recognise the social and economic importance of protecting the Environment and is fully committed to complying with the requirements of the Environmental Protection Act 1990 and the EU Timber Regulations, co-operating fully with relevant statutory bodies.

Terry Smith's operates under standards set by the Forest Stewardship Council (FSC) in respect of the timber used in its coffin production process. The FSC is an independent, not for profit, non-government organisation established to support environmentally appropriate, socially beneficial, and economically viable management of the world's forests.

2. Policy

To support the stated commitment, it is Society policy to integrate environmental considerations into the business decision-making process and to use only suppliers of timber that:

- Comply with the requirements of environmental legislation and approved codes of practice, co-operating fully with relevant statutory bodies and trade associations.
- Are aware of environmental impacts of their products and can prove traceability of their raw materials.
- Avoid supplying timber either directly or indirectly from any of the following:
 - 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.

This policy is to be displayed on the Society's external website in the Corporate Responsibility tab (<https://www.centralengland.coop/your-co-op/corporate-responsibility>).

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3. Monitoring

A “Chain of Custody Approved Timber Supplier Certificates” for each FSC approved supplier whose timber which are used in the manufacturing process is held by the Factory Manager. This schedule is reviewed and updated every 3 months by the Factory Manager.

On an annual basis an external company perform an independent audit on Terry Smiths against the Forest Stewardship Council Standards providing their report to Coffin Factory Manager. Any areas of non-conformance would be reported for action.

4. Responsibilities

The policy is the responsibility of the Coffin Factory Manager and will be reviewed annually to ensure an up-to-date policy is maintained and is fully compliant and current. All updates require approval from the Head of Procurement and will need to be captured in the version control panel below.

5. Version Control

Version	Date	Author	Summary of changes
1.0	October 2017	David Clarke	Update and revision of old policy
1.1	November 2017	Matt Birch John McGlade	Approval by Head of Procurement and Executive Management.

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