



Paper and Timber Sourcing Policy

POLICY AIM:

To ensure that all paper and timber used in Informa products and services is responsibly sourced from legally harvested and well managed sources.

As a minimum, this allows us to meet our legal responsibilities. But, more importantly, it demonstrates to our investors, customers and colleagues that we take the management of our impacts seriously and are working to ensure the sustainable use of timber and paper in our activities.

Key information for all Informa colleagues:

- If you are responsible for ordering timber or paper materials, or for dealing with suppliers and contractors who do, you and they should be made aware of this policy.
- As a minimum, you must ensure that we never use timber or paper that has been harvested illegally. The timber and paper supply chain is global and so this is a risk in all countries.
- Particular attention should be paid to timber or paper usage in South America, South East Asia, Africa and the Middle East as they present a higher risk and should be checked more rigorously.
- The first step in checking compliance with this policy is to confirm with your supplier that they are using legally harvested wood and express a preference for certified or recycled paper or timber. In many parts of the world, this does not add a price premium as it is common practice.
- This policy can and should be included in all contracts with relevant suppliers. If you are renegotiating an existing deal for paper or timber suppliers, add this stipulation in to the contract and discuss it with your supplier.
- Report any concerns or questions to Informa's Head of Sustainability at sustainability@informa.com or "Speak Up" confidential whistle blowing service.

WHY IS THIS POLICY IMPORTANT?

Many of our businesses and subcontractors buy or use paper and timber.

Informa's Code of Conduct outlines a clear expectation on our colleagues and suppliers to protect the environment on which we all depend.

There is clear evidence of illegal timber entering global supply chains and Informa does not want to be responsible for, or associated with, any illegal or unsustainable forestry practices.

It is therefore important that Informa can demonstrate that we meet the legal requirements under the EU Timber Regulation (enforced from 3 March 2013) and the US Lacey Act (in force since 2008) for those products within the scope of the legislation.

It is also now possible to gain reputational impacts from publically available league tables on how businesses are managing their timber and paper sourcing.

The best way of meeting these expectations is to ensure that our paper and timber usage, and that of our suppliers, is covered by FSC or PEFC certification.

WHAT IS MEANT BY 'RESPONSIBLE SOURCES'?

For the purposes of this policy, responsible and sustainable timber (and the resulting paper) comes from sources that:

- Are legally harvested.
- Are harvested using sustainable logging practices.
- Include no High Conservation Value Forests¹.
- Do not promote the conversion of High Conservation Value Natural Forests into plantations.
- Do not breach local indigenous rights.

WHAT PARTS OF OUR BUSINESS DOES THIS POLICY AFFECT?

We should consider any paper or timber usage that we pay for. This includes:

- Printing of books and journals
- Marketing, workbooks and reports
- Event signage, stands and decoration
- Packaging and shipping materials
- Office paper, stationery and business cards
- Furniture
- Construction and fit-out of buildings.

However, implementation of this policy is focused on our key impact areas, split by the level of control we have on them:



¹High risk tree species are those listed in the CITES Appendix I/II/III <http://www.cites.org/eng/app/appendices.shtml> . High risk countries are can be identified by looking to see where there are deforestation and transparency risks highlighted here: <https://prepsgroup.com/countryList>

WHERE ARE THE RISKS HIGHEST?

Illegal timber can occur in any timber or paper supply chain around the world. However, Europe and the USA/Canada have reasonably well established supply chains for timber that help reduce the risk of illegal timber entering the supply chain. We should however take precautions.

Timber and paper bought and/or used in South America, Asia, Africa and the Middle East presents a particular risk and should be checked more rigorously.

HOW SHOULD WE DO THIS?

As a minimum, we should be specifying to our suppliers that no illegal timber or paper is used. However, this does not necessarily ensure they are meeting our criteria.

The best ways to ensure compliance include:

- specifying an internationally recognised forest certification scheme e.g. FSC; OR
- ensuring the paper/board used is from 100% recycled sources; OR
- using reclaimed/recycled timber.

WHICH CERTIFICATION IS BEST?

There is one certification scheme that we believe best meets the policy requirements of both legality and sustainability: FSC Certification (www.fsc.org).

However, we recognise that FSC may not be available in the quantity or type of product in all markets. In the absence of FSC, the PEFC (www.pefc.org) scheme provides a good alternative. Both FSC and PEFC are internationally recognised forest certification schemes that set standards at the forest level and, through their chain of custody systems, provide a traceability system from forest through to product.

In exceptional circumstances suppliers may not be able to reach our policy aim immediately. In the absence of certification (PEFC or FSC), while the suppliers move to

meet the policy requirements, Informa will require suppliers to:

- provide the tree species and country of origin for each forest source in a paper or timber;
- identify whether any forest source is high risk or not;
- provide us with written confirmation that all paper and timber used is from legal sources;
- immediately remove any paper from the supply chain that is found to come from uncertified high risk forest sources.

HOW WILL WE ENSURE IMPLEMENTATION?

Suppliers of paper or timber products, particularly our major contractors, will need to demonstrate that they are meeting this policy. This could be by:

- showing a certificate chain of custody for all products being supplied if they are using certified paper
- providing information on the species and country of origin of each forest source going into the product
- providing proof that it has been legally harvested by demonstrating the source

WHERE CAN WE GO FOR HELP?

Local procurement professionals can help in the first instance.

If you can't find your answer there, Informa's Sustainability Team (sustainability@informa.com) will be happy to help.