

Sustainable Timber Procurement Policy

BOF Group Limited

Policy Owner: Managing Director

Applicable To: All BOF employees involved in procurement, specification, sales, supplier management, project delivery and contract administration.

Review Frequency: Annually, or sooner where legislation, certification requirements or business activities change.

1. Policy Statement

BOF Group Limited is committed to the responsible, legal and sustainable procurement of timber and timber-based products. We recognise that forests provide essential environmental, social and economic benefits, including biodiversity protection, carbon storage, climate resilience, water management, livelihoods and the long-term availability of natural resources.

As a furniture supplier, BOF understands that timber and timber-derived materials may form an important part of the products we specify, purchase, sell and install. We are therefore committed to ensuring that timber products procured through our business are sourced from legal, responsibly managed and, wherever practicable, independently certified sources.

This policy supports BOF's wider Environmental Policy, Sustainable Procurement Policy, supplier approval processes, Modern Slavery commitments and Forest Stewardship Council certification. It also supports BOF's compliance with the Furniture Industry Sustainability Programme requirements relating to sustainable timber procurement, certified timber, legal compliance, supply chain transparency and continual improvement.

BOF maintains FSC Chain of Custody certification for the purchase, sale and installation of FSC Mix Certified business office furniture under the transfer system. BOF will only make FSC claims where those claims are valid, within the scope of certification, and correctly supported by supplier, sales and delivery documentation.

2. Purpose

The purpose of this policy is to:

- Set out BOF's commitment to sustainable timber procurement.
- Ensure timber and timber-based products are sourced legally and responsibly.
- Support compliance with UK Timber Regulations and associated timber legality requirements.
- Promote the use of FSC-certified, PEFC-certified or equivalent independently verified sustainable timber products.

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- Ensure FSC claims are managed accurately and in accordance with BOF's Chain of Custody certification requirements.
- Provide clear evidence for customers, auditors, suppliers and other interested parties.
- Support continual improvement in certified timber purchasing, supply chain transparency and sustainable product selection.

3. Scope

This policy applies to:

- Timber and timber-derived products purchased, specified, sold or installed by BOF.
- Furniture products containing timber, board, veneer, plywood, MDF, chipboard or other wood-based materials.
- Supplier and manufacturer relationships involving timber-based products.
- FSC-certified products supplied under BOF's Chain of Custody certification.
- Products sourced from the UK or internationally where UK Timber Regulations may apply.
- BOF employees involved in procurement, sales, estimating, specification, account management, project management, warehouse operations, installation and contract delivery.

This policy applies to all relevant BOF operations and should be read alongside the Company's other environmental, procurement, quality, ethical trading and supplier management policies.

4. Policy Commitments

BOF Group Limited will:

- Procure timber and timber-based products from legal, responsible and traceable sources.
- Prioritise FSC-certified timber products wherever commercially, technically and contractually practicable.
- Consider PEFC or equivalent independently verified certification where FSC-certified alternatives are not available or where customer specification allows.
- Maintain FSC Chain of Custody certification relevant to BOF's certified product scope.
- Ensure that FSC claims are only made where products are covered by the correct certification scope and supported by appropriate transaction documentation.
- Work with suppliers who can demonstrate responsible sourcing, legal compliance and appropriate environmental standards.
- Seek to improve the proportion of certified timber products purchased and supplied over time.

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- Avoid knowingly procuring timber or timber products from illegal, controversial, unknown or high-risk sources.
- Maintain suitable records to demonstrate compliance with this policy and relevant audit requirements.
- Review supplier certification, timber legality evidence and relevant documentation as part of BOF's supplier management processes.

5. UK Timber Regulations Compliance

BOF is committed to complying with UK Timber Regulations and any subsequent legislation or amendments relating to the placing, purchasing, trading or sale of timber and timber products within Great Britain.

Where BOF acts as a trader, purchasing timber or timber-based products that have already been placed on the UK market, BOF will maintain appropriate records to support supply chain traceability. This includes retaining details of relevant suppliers and, where applicable, customers to whom timber products are supplied.

Where BOF is involved in the procurement of timber or timber-based products from outside the UK, BOF will seek appropriate assurance that the timber is compliant with UK Timber Regulations and that the relevant operator has undertaken suitable due diligence. Where BOF is classed as an operator for any applicable product or supply route, BOF will ensure that appropriate due diligence and risk assessment processes are completed before the timber or timber product is placed on the UK market.

BOF will require, where applicable, suppliers to provide evidence that timber products are legally harvested and compliant with relevant timber legality requirements. Such evidence may include certification documentation, supplier declarations, FSC or PEFC certificates, country of origin information, due diligence records, invoice claims, delivery documentation, or other relevant traceability information.

6. FSC Chain of Custody

BOF's FSC Chain of Custody certification forms a central part of its sustainable timber controls. BOF will maintain documented procedures to ensure that FSC-certified products are correctly purchased, identified, recorded, sold and claimed.

BOF will ensure that:

- FSC-certified products are purchased from suppliers with valid and appropriate certification where a certified claim is required.
- Supplier FSC certificate validity and scope are checked and retained as appropriate.
- FSC claims shown on supplier documentation are checked against BOF requirements.

- FSC claims are passed on to customers only where supported by valid purchase, sales and delivery documentation.
- FSC trademarks are used only in accordance with FSC requirements and BOF's certification controls.
- Employees involved in FSC product procurement, sales and administration understand their relevant responsibilities.
- FSC records are retained in accordance with BOF's management system and certification requirements.

BOF recognises that possession of an FSC certificate by a supplier does not, on its own, mean that every product supplied by that supplier is FSC-certified. BOF will therefore ensure that transaction-level documentation is reviewed where FSC-certified products are required, including relevant quotations, purchase orders, delivery notes, invoices and sales documents.

7. Supplier Due Diligence and Approval

BOF will assess relevant timber product suppliers through its supplier approval and monitoring processes. Supplier assessment may include review of:

- FSC, PEFC or equivalent chain of custody certification.
- Environmental management certification or equivalent environmental controls.
- Sustainable procurement commitments.
- Modern slavery and ethical trading controls.
- Product scope and certification coverage.
- Timber legality and UKTR compliance declarations.
- Quality, delivery, performance and compliance history.
- Responsiveness to information requests and audit evidence requirements.

BOF will maintain supplier records, including certification expiry dates where applicable, to support ongoing compliance. Suppliers may be asked to provide updated certificates, compliance statements or other documentary evidence as part of BOF's periodic review process.

Where a supplier cannot provide sufficient evidence of timber legality, certification status or responsible sourcing, BOF may request further clarification, seek alternative products, restrict use of the supplier, or remove the supplier from relevant supply routes.

8. Certified Timber Purchasing and Sales

BOF will actively promote the use of FSC-certified timber products to customers where suitable options are available. Where customer specifications, product availability, lead times, technical requirements or commercial constraints prevent the use of FSC-certified products, BOF will seek suitable alternatives that support responsible sourcing and legal compliance.

BOF will endeavour to increase the proportion of certified timber products purchased and supplied, particularly for furniture products containing wood-based materials. Certified timber performance will be reviewed through supplier engagement, project feedback, procurement records, customer requirements and audit evidence.

Where BOF supplies certified timber products, the relevant FSC or equivalent claim must be accurately stated and supported by the appropriate documentation. No employee may make an FSC claim verbally, in writing, on a quotation, in tender documentation, on marketing materials, on a delivery note or on an invoice unless the product is covered by valid certification and the claim is supported by the required evidence.

9. Sustainable Product Selection

In addition to timber legality and certification, BOF will consider wider sustainability factors when selecting timber-based products, including:

- Durability and expected product lifespan.
- Availability of replacement parts and components.
- Suitability for refurbishment, repair, reuse or remanufacture.
- Recycled or recovered content where appropriate.
- Low-emission finishes, adhesives and materials where relevant.
- Packaging reduction and recyclability.
- Whole-life carbon and transport considerations.
- End-of-life reuse, recycling or responsible disposal options.
- Alignment with customer sustainability objectives.

BOF supports circular economy principles and will continue to promote product life extension through reuse, refurbishment, repair, remanufacturing and responsible end-of-life management. These activities reduce demand for virgin raw materials and support more sustainable use of timber and other resources.

10. Supplier Engagement and Continuous Improvement

BOF recognises that sustainable timber procurement depends on effective collaboration with suppliers, manufacturers, customers and other interested parties. BOF will therefore engage with suppliers to encourage improved transparency, increased availability of certified products, better environmental data, reduced packaging, responsible material selection and improved product lifecycle performance.

BOF will seek continuous improvement by:

- Reviewing opportunities to increase certified timber purchasing.
- Encouraging suppliers to maintain or obtain recognised certification.
- Requesting improved product sustainability information.

- Monitoring supplier certification and compliance documents.
- Reviewing timber procurement risks where supply routes change.
- Supporting customer requests for FSC-certified or equivalent products.
- Maintaining evidence suitable for FSC, FISP and customer audit purposes.
- Reviewing this policy and associated procedures at least annually.

11. Monitoring, Records and Audit Evidence

BOF will maintain records sufficient to demonstrate implementation of this policy.

Records may include:

- BOF FSC Chain of Custody certificate.
- Supplier FSC, PEFC or equivalent certificates.
- Supplier approval and review records.
- Supplier declarations relating to timber legality and UKTR compliance.
- Purchase orders, invoices and delivery notes showing certified timber claims.
- Sales documentation showing FSC claims where applicable.
- Product information sheets or manufacturer sustainability data.
- Evidence of supplier meetings, audits or compliance reviews.
- Internal FSC procedures and training records.
- Annual review records relating to certified timber procurement.

These records will support BOF's FSC Chain of Custody certification, FISP audit evidence requirements, customer tender submissions and internal environmental management reviews.

12. Responsibilities

The Managing Director has overall responsibility for this policy and for ensuring that BOF maintains appropriate systems to support sustainable timber procurement.

The Sustainability Champion, Compliance Manager, Commercial Team, Procurement Team and relevant Directors are responsible for supporting implementation, monitoring supplier evidence and promoting continuous improvement.

Employees involved in procurement, sales, specification, account management, project delivery and administration are responsible for ensuring that timber-related claims are accurate, properly evidenced and consistent with BOF's certification scope and customer requirements.

Suppliers are responsible for providing accurate, current and complete information relating to certification, timber legality, product scope and responsible sourcing where requested by BOF.

13. Communication

This policy will be made available to employees and relevant suppliers. BOF will also make this policy available to customers, auditors and other interested parties on request.

To support FISP audit requirements and demonstrate transparent commitment to sustainable timber procurement, BOF will publish this policy, or an appropriate summary version, on the company website.

14. Non-Compliance

Any concern relating to illegal timber, unsupported FSC claims, inaccurate supplier documentation, expired certification, missing traceability records or potential non-compliance with this policy must be reported to management immediately.

Where non-compliance is identified, BOF will investigate the issue, take appropriate corrective action and, where necessary, suspend product claims, seek replacement evidence, amend documentation, review supplier approval status or source an alternative compliant product.

15. Review

This policy will be reviewed annually, or sooner where there are changes to BOF's FSC certification, UK Timber Regulations, FISP requirements, supplier arrangements, customer requirements or relevant legislation.

The review will consider:

- Continued suitability of the policy.
- FSC certification status and audit findings.
- Supplier certification and compliance records.
- UKTR obligations and timber legality risks.
- Certified timber purchasing and sales performance.
- Customer requirements and feedback.
- Opportunities for continuous improvement.

16. Related Documents

This policy should be read in conjunction with the following BOF documents and procedures:

- Environmental Policy.
- Sustainable Procurement Policy.
- FSC Chain of Custody procedures.
- Supplier approval and monitoring procedures.
- Modern Slavery Statement.
- Quality Management System procedures.

- Environmental Management System procedures.
- Supplier compliance records and certification register.

Signed: Michael Parrish



Position: Managing Director

Date: 08/05/2026