

## **Wood Fibre & Forest products Procurement Policy**

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It is important to us that our purchasing power of paper and other wood fibre products including products sourced from forests/woods and plantations increases the volume and promotes the use of raw materials from responsibly managed forests and recycled sources.

Our objective is to work with suppliers that enable greater transparency of our supply chains, by providing the clarity and evidence required about the product raw materials, manufacture and life cycle to ensure that our principles and policies are met.

To achieve this, we have adopted a stepwise approach towards responsible purchasing and forestry practices as the core of our policy. Page two of this policy outlines the evidence we will require from our suppliers that will enable greater transparency of our supply chains to ensure that our principles and policies are met. This means, we are committed to:

- As a minimum, buying only from verified legal and known sources,
- excluding timber sourced from uncertified high conservation value forests or cause deforestation/degradation,
- aiming for products and raw materials that are made from recycled and/or certified to international forest management standards that include ecological, social and economic criteria, like those established by the Forest Stewardship Council (FSC),
- meeting the due diligence obligations in respect to the EU Deforestation Regulation and UK Timber Regulations, including raw materials such as wood fibre, viscose and rubber.
- eliminating any products/ components that do not comply with our policy, and
- promoting credible certification within our supply chain,

The scope of this policy includes:

- Viking Office International branded products (including Niceday, Viking and Foray brands) that contain wood or wood fibre, such as paper, pads, files, envelopes, labels and furniture,
- OEM copier papers,
- Products that contain wood or wood fibre where we are classified as the 'operator' under the EU Deforestation or UK Timber Regulations.
- OEM products where the supplier is classified as the 'operator' under the EU DR.

### Executive Signatures





### **Supplier Guidance on Information Required**

*For all Viking branded wood fibre/rubber product or OEM copy paper or where Viking are classified as an “Operator”:*

- The % of wood fibre/rubber in the item. This can be estimated by dividing the combined weight of all wood/fibre components by the total weight of the product.
- Whether the product is imported into the EU or UK, so we can establish whether the EU DR or UK TR is applicable.
- Identify the wood/fibre components and the weight of each. If the product contains more than one wood/fibre component, we need to know information about each of them. For example, a notepad’s cover, backing board and interior sheets of paper.
- The materials used and their suppliers. We need to know the type of materials used (e.g. paper, board, plywood, MDF, viscose or rubber etc.), the trade name of the material, the name of the supplier and their business type (e.g. merchant, mill, agent etc.). If more than one supplier is used for a material, we need to know the details for each one.
- A complete overview of all the stages in the wood fibre supply chain, from the finished product back to either certified/recycled materials or the forest of origin. A diagram or supply chain map can be useful to illustrate this.
- Production records, for every link in the supply chain, but typically in assembly of the finished product, as evidence of the raw materials being used to make the product. Photographic evidence of the material being used in production may also be acceptable.
- A full set of supply chain documents linking the forest all the way up to the factory. These documents should include but are not restricted to
  - Forest management plans, harvest permits, land deeds, forest operating licences, forest transport documents. Forest operator H/S certificates
  - Business registration documents, VAT and TAX payments and/or royalty payment records
  - Supply chain docs such as delivery notes/packing lists linking all stages in the supply chain,
  - Purchase orders/Bill of lading, phytosanitary certificates, certificates of origin where movement of raw material crossed country borders.
- A declaration of the geo-location co-ordinates of the wood/fibre/rubber’s countries of origin (i.e., where the forests are) and tree species (or recycled fibre) used to make each material. Where there are multiple or variable sources an aggregated list is acceptable, as long as it includes all potential countries and species used in any Viking production run from September 2025 onwards.

*Additional evidence for certified products (such as FSC, PEFC, Blue Angel, EU Ecolabel where onward marketing claims are being made):*

- For FSC and PEFC products, delivery notes, packing lists or invoices from the certified vendor to Viking Office International, to ensure the correct claims have been made.
- For Blue Angel, EU Ecolabel etc. products, certificates or licences with their associated annexes confirming that the product falls within the scope of the relevant scheme.

*Additional evidence for compliance with the EU Deforestation or UK Timber Regulations:*

- If you are the ‘operator’ under the EU or UK Timber Regulations, evidence of your due diligence system and the procedures you use to gather and assess the information provided by your suppliers together with a summary of the key data you have collected such as species, country of production, geo-locations of forest/rubber origins etc.
- Confirmation of how you will be communicating your products EUDR registration numbers to Viking and the frequency of these registrations (such as per order/per year etc)