

SUPPLY CHAIN QUESTIONNAIRE

Beside each question, the relevant producer position and guiding principles are indicated according to the key below.

1 Primary Producer
 2 Secondary Producer
 T Traceable
 L Legal
 RH Responsibly Harvested
 SR Socially Responsible

1	2	T	L	RH	SR
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Facility Questions: These questions can be completed once and updated as needed.

- How does your company manage their purchasing to promote and ensure traceability within your supply chain? If a formal policy, program, or system exists please provide a copy.
- What practices does your company employ to ensure your fiber sources are legal? If a formal policy, program, system, and/or risk assessment exists please provide a copy.
- What actions do you take to ensure responsible harvesting? If a formal policy, program, system, and/or risk assessment exists please provide a copy.
- Does your company use landscape-level tools and technologies, such as Forests in Focus, to monitor and understand risks and trends in your region of sourcing?
- What practices does your company employ to ensure your fiber is sourced, harvested and/or transported in a way that protects human and workers' rights? If a formal policy, program, system and/or risk assessment exists (Sedex, supplier code of ethics, etc.) please provide a copy.
- Are you aware of any legal, environmental and/or social issues that have been publicly raised about the sourcing of the fiber contained in the product? If yes, what are those concerns and what are you doing to address those concerns?
- Please indicate which certifications the facility holds:
 - Chain of Custody (FSC, PEFC, SFI)
 - FSC Controlled Wood
 - SFI Fiber Sourcing
 - SFI Certified Sourcing
 - None

1	2	T			
1	2		L		
1	2		L	RH	
1	2			RH	
1	2				SR
1	2	T	L	RH	SR
1	2	T	L	RH	SR

Product Questions: These questions should be answered for each Product supplied and updated as needed.

- What is the product being supplied?
- Where did the fiber contained in the product originate from? Please specify the country(ies), region(s), and province(s)/state(s) of harvest.
- What are the names and addresses of all of your suppliers (primary producers) that provide the fiber contained in the product? Please specify the country(ies), region(s), and province(s)/state(s) in which they harvest.
- 11A. What tree species are contained within the product being supplied?
- 11B. Are the tree species contained in the product listed in any of the three CITES Appendices? If yes, please list the species and provide a written explanation for their use.
- 11C. Does the country of origin have a ban on any of the species of wood in your product?
12. What percentage of fiber contained in the product is recycled?
13. Does this product come with a forest certification claim? If yes, indicate a specific claim.
14. Is the ILO Declaration on Fundamental Principles and Rights at Work (1998) respected in the country(ies) and region(s) from where the product originated?

1	2	T			
1		T	L		
	2	T	L		
1	2	T	L		
1	2	T	L		
1	2	T	L	n/a	
1	2	T	L	RH	SR
1	2				SR