



**Claremont Office Furniture Ltd** is committed to the purchasing of timber sourced from legal and sustainable sources. We have developed a Chain of Custody manual and procedures. The manual and associated records have been designed to meet the requirements of Programme for the Endorsement of Forest Certification schemes (PEFC) ST 2002:2013. This system is independently verified by an independent certification body annually.

We purchase certified timber in preference to non-certified timber, where it is viable to do so. Claremont Office Furniture complies with UK Timber Regulations to ensure that as an operator we conduct a due diligence assessments of all our timber inputs to ensure compliance. This information is publicly available upon request

Significant environmental impacts and aspects have been identified and are reviewed at least annually with the aim of reducing environmental impacts.

We meet all applicable legal and statutory government requirements.

Our Scope of registration is:

**The purchase, storage and sales of certified MFC Office Furniture and Associated Products.**

All certified products will be sold under Physical Separation Method (PEFC).

The Managing Director has overall responsibility for this system. The BMS Manager has day to day responsibility. The company may enlist the services of a technical expert if deemed necessary.

Responsible employees and subcontractors are trained and assessed for competency. This Policy is communicated to all employees and our supply chain and is readily available to interested parties upon request.

The success of this policy requires the involvement and commitment of everybody in the company. Our management team takes responsibility to ensure its implementation and continuously improving our sustainability performance.

All records associated with this policy will be held for a minimum of five (5) years.

This policy is reviewed at least annually.

Karen Fellowes  
Managing Director  
July 2022