



Responsible Paper Sourcing Policy

UKGreetings are proud to offer paper based products to the UK market place and we take our paper sourcing responsibility to protect the environment seriously.

We operate stringent sourcing policies that comply with applicable law, including the EU timber regulations (EUTR), Sustainable Forestry Initiative (SFI) and Forest Stewardship Council (FSC) which is widely respected as having one of the most robust forest certification programs in place to ensure ethical sourcing of paper products.

Our range of innovative and diverse product requires us to source paper from various suppliers, recognizing differing certification programs. Our aim is to source all paper used in our finished products from sustainable forests which has been certified to a high standard governed by an auditable chain of supply.

Any materials that do not comply with EUTR legislation do not form part of our portfolio. All paper is legally sourced and we operate a full chain of custody record of source, species and country of origin. Our paper grades and suppliers are reviewed annually to ensure we continue to source materials from sustainable, compliant sources and we continue to strive to ensure the ethical sourcing of our timber products meet the highest environmental standards.

In 2016 95% of orders raised by UKG utilized FSC or SFI certified paper stocks and in excess of 15% of orders raised

were manufactured with the third party accreditation FSC logo on page 4 so this is visible to our retail customers.

Please refer to our EUTR policy and compliance procedure for more information on how we manage and source our paper.

Last up-dated 20th January 2017

EUTR Policy and Compliance Procedure

Conformance to the objectives and requirements of the European Timber Regulations (EUTR) is a major objective of UKGreetings (UKG) in accordance with its ethical policy of sustainability of resources. It builds upon the basis already in place within UKG which is provided by external certification of chain of custody standard, FSC and also certification to ISO 14001.

Whilst not a member of the Timber Trades Federation Limited, UKG subscribes fully to and has incorporated all the tenets contained within the responsible purchasing policy, with the exception of the reporting & auditing paragraph #10. UKG is externally audited by specialist certification bodies to comply with the standards defined above.

The essential requirements only to purchase wood products (paper and card) which have been produced from wood which has been harvested in accordance with the objectives and requirements of the EUTR is the first step in our customer service process. The principle of due diligence is applied all the way from initial contact with the supplier, as far back through the supply chain as possible and carries forward through the manufacturing, distribution and delivery process to our valued customers. At all stages a clear audit trail will be sought and documentation provided to UKG, and by UKG must clearly indicate conformance to EUTR legislation.

The practical implementation of due diligence and compliance is defined below.

1. UKG will only use suppliers and agents who are ethical and subscribe to EUTR.

2. Whereever practicable UKG will seek to purchase chain of custody material which has similar objectives to EUTR.
3. Purchase requests, orders and requisitions will always referencne the need for material supplied to comply with EUTR and require the supplier/agent to include an original or critical supplier documentation to the requried details within the EUTR guidelines and specificed within the UK DEFRA briefing note.
4. All documentation will be retained by the company for a period of no less than 5 years.
5. Should the chain of supplier documentation not reference EUTR compatability as defined in point 3, it will be rigorously checked by UKG to ensure the required due dilligence verification is provided by the supplier to confirm compatability of material.
6. Any such subsequently obtained paperwork confirming compatability and conformance to EUTR will be stored by UKG as per point 4.