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Sustainable Timber & Paper Policy

ZSL is committed to procuring products and services that ensure materials are sourced from legal and sustainably managed forests, and to taking account of lifecycle impacts in the use of raw materials.

Geographic scope: UK only
Review date: 01/09/2022

ZSL is committed to procuring products and services that ensure materials are sourced from legal and sustainably managed forests, and to taking account of lifecycle impacts in the use of raw materials. This shall be done through conducting due diligence on timber sources and preferential purchasing of third party certified products.

Scope

This policy is applicable to all wood-based materials and products purchased by ZSL, including:

- The Zoological Society of London (ZSL), Zoo Enterprises Limited (ZEL) and all other affiliated legal entities.
- Legal entities, operations and staff in the United Kingdom. Entities and operations outside the UK are not covered by the scope of this
All products containing timber and paper products. This includes both ZSL own-brand and 3rd party branded products purchased by ZSL. It also includes goods not for resale (GNFR) such as printer paper, office furniture, fixtures and fittings, etc.

- Timber and paper products used in ZSL construction/infrastructure and projects.

**Definitions and Categories of Responsibly Sourced Timber and Paper Products**

All wood-based products shall be categorised according to one of the following responsible source categories.

1. Forest Stewardship Council (FSC) Certified
2. Other certified and recycled

FSC-certified products are the preferred source for all purchasing. If FSC-certified products are not available, products certified under other credible third-party certification schemes may be considered.

If the product cannot be categorised according to one of these groupings, it shall be classed as 'non-compliant' and shall not be purchased.

More information on each responsible source category can be found below.

**FSC Certified**

We shall give preference to purchasing products that are third-party certified against the FSC standards. The following types of FSC products may be purchased:

- **FSC Recycled** means all the wood or paper in the product comes from reclaimed or re-used material.
• **FSC 100%** means that the wood within the product comes entirely from FSC-certified, well-managed forests.

• **FSC Mix** means the wood within the product is from FSC-certified forests, recycled material, or controlled wood not originating from controversial source (see below).

Where an 'FSC Recycled' option is available, this shall always be prioritised over 'FSC 100%', which in turn shall be prioritised over an 'FSC Mix' product.

This is to ensure our valuable forestry resources are reused and recycled as much as possible to reduce negative environmental and social impacts.

**Other Certified & Recycled**

Where FSC-certified products cannot be sourced, products from the following credible certification schemes may be requested:

• **PEFC (Programme for the Endorsement of Forest Certification)**: This certification scheme endorses national sustainable forest management schemes in different countries around the world and promotes sustainable forest management.

• **Grown in Britain (GiB)**: This certification scheme ensures timber has been grown legally in the UK in accordance with the UK Government Timber Procurement Policy and conforming to the UK Forestry Standard.

Additional certification schemes may be added to this responsible sourcing category in future and the list shall be reviewed each year.
In addition, we give preference to materials where suppliers are able to demonstrate full traceability and evidence that the raw materials used in their products are from recycled sources, even if these are not certified by a third-party.

**Legal Compliance**

In addition to the categorisation and preferential purchasing of certified products ZSL commits to:

- Adhere to all relevant national and international legislation relating to forest management and timber trade, including but not limited to requirements of the UK Timber & Timber Products (Placing on the Market) Regulations 2013 and EU Timber Regulation (995/2010), FLEGT licensing system, CITES convention and any relevant EU & UN sanctions on timber exports.
- Where ZSL is classed as an 'Operator', implement a due diligence system, in line with the requirements of the UK Timber & Timber Products (Placing on the Market) Regulations 2013 and EU Timber Regulation (EUTR) to ensure that all wood material in the scope of this policy is classed as 'low risk' of having been illegally harvested, transported and traded, according to 'applicable legislation' in the country of harvest (see Annex 1).
- Not source wood material harvested from or traded through countries or areas with prevalence of armed conflicts, for which 'conflict timber' is a concern (see Annex 1).

**Applying the Policy**

- This policy shall be implemented by all staff involved in the purchase of timber and paper materials on behalf of ZSL.
- The accompanying 'ZSL Timber & Paper Procurement Procedures' provide additional detail on responsibilities of purchasing staff.
- Relevant training shall be provided to all staff required to implement the policy.
- In all cases, staff shall seek to purchase category 1 products (FSC-certified) before resorting to category 2 (Other certified and recycled).
- Evidence shall be provided to demonstrate that every attempt has been made to obtain certified/ recycled materials before exploring alternatives – flexibility in terms of species specification should be pursued.
Monitoring and Review

- Compliance with this policy shall be the responsibility of relevant Heads of Department and all staff procuring wood-based materials applicable under the policy.
- Internal audits shall be conducted at planned intervals to verify implementation of this policy by responsible staff.
- ZSL will ensure that its staff and external agents and contractors are kept aware of this Policy and their individual responsibilities.
- ZSL shall ensure that products or timber sources which do not comply with the requirements of this policy are re-sourced and products delisted (where no compliant material is available within a reasonable timeframe).
- ZSL reserves the right to terminate its relationship with a supplier in case of a breach of this Policy.
- The proportion of certified products purchased for sale in ZSL commercial outlets shall be monitored and reported annually each year with an aim to increase the proportion of certified products year on year.
- This policy shall be reviewed annually by the ZSL Sustainability Manager and Forestry Technical Advisor of the Sustainable Business & Finance programme.

Related Documents

- Environmental Policy (/Estates%20and%20Masterplanning/Pages/ZSL-Environmental-Policy-2018.aspx)
- Sustainable Design Guidance for Capital Projects

Annex 1: Definitions

- Applicable Legislation: The following categories of legislation are considered applicable when evaluating legality of timber, pulp and paper materials.

1. Legal rights to harvest
   1.1 Land tenure and management rights
1.2 Concession licenses
1.3 Management and harvesting planning
1.4 Harvesting permits

2. Taxes and fees
2.1 Payment of taxes, royalties and harvesting fees
2.2 Value-added taxes and other sales taxes
2.3 Income and profit taxes

3. Timber harvesting activities
3.1 Timber harvesting regulations
3.2 Protected Sites and species
3.3 Environmental requirements
3.4 Health and safety
3.5 Legal employment

4. Third parties’ rights
4.1 Customary rights
4.2 Free, Prior and Informed Consent (FPIC)
4.3 Indigenous and traditional peoples' rights

5. Trade and transport
5.1 Classification of species, quantities and qualities
5.2 Trade and transport
5.2 Offshore trading and transfer pricing
5.4 Customs regulations
5.5 CITES (Convention on International Trade in Endangered Species of Wild Fauna & Flora)

• **Conflict Timber**: The term conflict timber is used to describe the harvesting or trade of forest products used to fund parties engaged in armed conflicts resulting in serious violations of human rights, violations of international humanitarian law or violations amounting to crimes under international law.
• **Wood-based materials/products:** Any product containing wood or paper components, regardless of whether the wood component is a minor or major constituent part. This includes, *inter alia;*
  ○ Solid timber (e.g. beams, chairs, tables, shelving, etc)
  ○ Paper products (e.g. printer paper, greetings cards, notebooks, etc)
  ○ Cardboard (packaging and boxes, display units, etc)
  ○ Timber composites (e.g. MDF, HDF, particleboard, plywood)
  ○ Components or parts made of timber and/or paper
  ○ Cork products

  **NOTE:** Bamboo is a grass and therefore is not subject to this policy.

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