

Paper and Timber Sourcing

Global Policy



Our aim is to ensure that 100% of the paper and timber used in Informa products and services is sourced from responsibly managed, sustainable forests that support local communities.

This commitment demonstrates to customers, colleagues and investors our intent for our products to be as sustainable as is practical, and that we seek to mitigate the negative impacts of our business. Our commitment also helps us meet our legal responsibilities and adds value to our products.

Key points



If you are responsible for ordering timber or paper materials, or for dealing with suppliers and contractors who do, you and they must be aware of this policy and comply with it.



You should express a strong preference to suppliers for certified sustainable and, if possible, recycled paper or timber from one of our chosen certification schemes such as FSC.



We must never knowingly use timber or paper that has been harvested illegally. As a minimum, confirm with suppliers that they are using legally harvested wood and that they conduct checks to ensure there are no human rights violations in their supply chain.



There is a greater risk of illegal timber in supply chains in South America, South East Asia, Africa and the Middle East. If you are sourcing timber or paper in these areas, and it is not certified sustainable or recycled, additional due diligence must be carried out.



This policy should form part of all contracts with relevant suppliers. If you are renegotiating an existing deal for paper or timber suppliers, include this in the contract and discuss with your supplier. Ensure you monitor ongoing compliance with the policy.



Report any concerns or questions to the Informa Sustainability team at sustainability@informa.com or contact our confidential whistleblowing service, Speak Up.

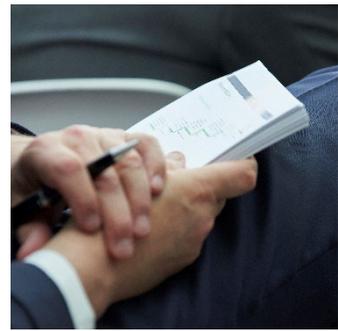
Why is this policy important?

Informa seeks to avoid direct involvement and indirect association with any illegal or unsustainable forestry practices.

Illegal harvesting of timber is a global problem causing significant damage to the environment and local communities. The illegal timber trade is frequently associated with large-scale corruption, destruction of the habitat of rare species, organised crime and serious human rights abuses, including the use of forced and child labour.

We have a requirement to demonstrate we comply with the EU Timber Regulation and the US Lacey Act, amongst others, that prohibit trade in illegally-sourced timber and paper products.

Informa's stakeholders additionally expect our products to be produced in a responsible way. Products made from sustainable paper and timber are seen as a minimum expectation for many customers and this is also a cost effective, tangible way of demonstrating our commitment to sustainability. Many customers also attribute a higher value to products with sustainability credentials.



There is evidence of illegally-harvested timber entering legal global timber and paper supply chains, and therefore as a business, we need to take great care that the paper and timber used in normal business activities, our events, conferences, publishing and marketing, are from certified and traceable sources.

The best way of meeting these expectations is to ensure that all paper and timber usage, and that of our subcontractors and suppliers, is covered by a certification scheme such as the Forest Stewardship Council (FSC), Programme for the Endorsement of Forest Certification (PEFC) and the Sustainable Forest Initiative (SFI).

An alternative is ensuring that our paper and timber is sourced from 100% recycled sources. While this has the additional benefit of having a lower carbon footprint, in certain countries there is a risk of modern slavery and other human rights breaches in the recycled paper supply chain. If you intend to source recycled paper from these higher risk countries, additional due diligence would be required.

The gold standard is FSC Recycled paper as this is both certified sustainable and ethically sourced, but this is not always available in all markets.

What are responsible sources of paper and timber?

For the purposes of this policy, responsible and sustainable timber and paper comes from sources that:

- Are legally harvested
- Are harvested using sustainable logging practices
- Include no High Conservation Value Forests
- Do not promote the conversion of High Conservation Value Natural Forests into plantations
- Do not breach local indigenous rights
- Are not harvested, transported or processed in a way that breaches other human rights

The most common way of identifying responsibly sourced timber or paper is that it carries a responsible sourcing certificate such as FSC, PEFC or SFI.

Which business activities are relevant to this Policy?

This policy is focussed across all of our impact areas, ranging from where we have direct control over the procurement of the materials through to the procurement made by our various suppliers. Any paper or timber that we pay for is relevant to this policy, including:

- Printing books and journals
- Marketing, workbooks and reports
- Event signage, stands and decoration
- Packaging and shipping materials
- Office paper, stationery and business cards
- Furniture
- Construction and fit-out of buildings.

We have grouped these into three areas based on the scale and level of control.



Where are the risks highest?

Illegal timber can be present in any timber or paper supply chain around the world.

Timber and paper bought and/or used in South America, Asia, Africa and the Middle East presents a particular risk and due diligence should always be carried out on this uncertified paper and timber.

While Europe and the USA/Canada have reasonably well-established supply chains for timber that help reduce the risk of illegal timber entering the supply chain, no uncertified supply chain is risk-free and precautions should still be taken.

In general, recycled paper has a lower carbon footprint than virgin paper, even that which comes from sustainable forests. However, there is limited third party auditing to confirm that modern slavery is not present in the normal recycled paper supply chain, particularly in Asia, Africa and South America. We prefer certified sustainable paper or certified sustainable recycled paper, where supplies are available, because the supply chains for these products are fully audited and tracked.

How to work with suppliers

As a minimum, colleagues should specify to suppliers that no illegal timber or paper is used. It can, however, be challenging to ensure compliance without additional due diligence.

The best ways to ensure compliance include:

- Specifying paper from an internationally recognised forest certification scheme e.g. FSC, PEFC or SFI with a preference for FSC recycled paper where available; or
- Ensuring the paper/board/timber used is from 100% recycled sources but conducting additional due diligence to confirm that the supplier has procedures in place to protect human rights in the supply chain.

In many locations, certified sustainable paper does not add a price premium as it is common practice.

Which certification is best?

We believe the FSC Certification (www.fsc.org) best meets our legal and sustainability commitments. Where it is available in the market you are working in, FSC certified recycled paper is the gold standard of sustainability, indicating low carbon production and responsible sourcing.

FSC may not however be available in the quantity or type of product required in all markets. In the absence of FSC, the PEFC (www.pefc.org) or SFI (www.sfiprogram.org) schemes provide good alternatives. Both FSC and PEFC/SFI are internationally recognised forest certification schemes that set standards at the forest level and, through their chain of custody systems, provide a traceability system from forest through to product.

What about the disposal of paper and timber?

Paper and timber can be recycled many times. We expect our suppliers, partners and waste companies to seek to find a way to reuse or recycle paper and timber-based products. This includes printed products, stands, packaging, stand materials, furniture and office construction materials. Every Informa office should provide facilities for the recycling of paper and cardboard.

How will we ensure implementation?

Suppliers of paper or timber products, particularly major contractors, will need to demonstrate that they are meeting, and continuing to meet, this policy.

This should be included in contracts and could be met by either:

- Showing a certificate for 'chain of custody' for all products being supplied if they are using sustainably certified paper to the FSC, PEFC or SFU standard;
OR
- Providing information on the species and country of origin of each forest source going into the product
- Providing proof that it has been legally harvested by demonstrating the source
- Providing proof that they have robust processes in place to protect human rights in the supply chain.

Further information and assistance

Local procurement professionals can help in the first instance.

Alternatively, please contact Informa's Sustainability Team (sustainability@informa.com).



Speak up

Informa is committed to ensuring that Colleagues can speak up with confidence if they have any concerns or need to ask for help.

If any of us observes or suspects something improper, unethical or inappropriate, we all have an obligation to speak up. In the first instance, you should raise your concerns with:

- your line manager
- HR
- Group Compliance.

If you would feel more comfortable talking to someone else, you can report your concerns in confidence through our whistleblower line, **Speak Up**, which is operated by an external third party provider, Navex. You can make a report in your own language either via their website, or telephone line:

- www.informaspeakup.ethicspoint.com
- international number: +44 (0)808-234-7287

For local telephone numbers for other countries, please visit the Speak Up website.

Zero retaliation

Informa will not tolerate retaliation in any form against anyone for raising concerns or reporting what they genuinely believe to be improper, unethical or inappropriate behaviour. All reports will be treated confidentially.

Policy Governance

Policy Owner:	Group Sustainability
Applicable:	This policy is applicable to all of Informa globally
Classification:	External Policy
Last updated:	November 2019
Additional information:	sustainability@informa.com
