

UK GREETINGS LIMITED

EUTR POLICY AND COMPLIANCE PROCEDURES

Conformance to the objectives and requirements of the European Timber Regulations (EUTR) is a major objective of UK Greetings (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 to 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 & Audit paragraph (#10). UKG is already externally audited by specialist certification bodies to comply with the Standards defined above.

The essential requirement only to purchase wood products (paper & 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 the process of customer service. The principle of Due Diligence will be applied all the way from initial contact with the supplier, backwards as far back through the supply chain as possible and forwards through the stocking & manufacturing process and finally as part of the delivery process to the customer. At all stages a clear audit trail will be sought and documentation provided to UKG, and by UKG, must clearly indicate conformance to EUTR requirements.

The practical implementation of Due Diligence and compliance is defined in the detailed procedures below.

1. UKG will only use suppliers and agents who are ethical and subscribe to the EUTR.
2. Wherever practicable, UKG will seek to purchase Chain of Custody material, which has similar objectives to the EUTR.
3. Purchase requests, requisitions and orders will **ALWAYS** reference the need for material supplied to comply with EUTR and to require the supplier/agent to include on original or critical supplier documentation the necessary details as defined within the EUTR and specified within the UK DEFRA Briefing Note.
4. All such documentation will be retained by the Company for a period not less than 5 years.
5. Should the chain of supplier documentation **NOT** reference EUTR compatibility as defined by documents in 3 above, it will be passed to a Director who will apply rigorous Due Diligence to verify from the supplier the compatibility of material.
6. Any such subsequently obtained paperwork confirming compatibility/conformance to EUTR will be filed as 4 above.