

## POLICIES

### Quality

The Company is committed to maintaining and providing the highest standard of products and services to meet the agreed requirements of all our Customers on time, every time, by doing our job right first time and to ensuring our statutory requirements are met. All activities shall therefore be focused towards achieving this Policy.

In order to achieve this, in the manufacture & supply of timber/timber-based products, the Management Systems & Statutory Requirements outlined within the Compliance Manual shall be implemented & resources directed to establish, maintain & improve the systems to meet the requirements of ISO 9001; CE Marking of Roof Trusses & I-Beams/Metal Web Beams (*EN 14250 & ETAs*); Timber Frame (*EN 14732*); Chain of Custody - Forest Stewardship Council® (*FSC® C001685 & Programme for the Endorsement of Forest Certification™ (PEFC™) PEFC/16-37-69*); SiteSafe (*STA Fire*); BBA (*Val-U-Therm*); and LAPPC (*IED - Pollution Prevention & Control*).

Top Management, as identified on the organisation charts, provide the leadership and are committed to continual improvement of product / service standards and the compliance management systems. This shall be achieved by ensuring the establishment, pursuit and attainment of challenging, but realistic, objectives and targets. These objectives shall be established at relevant functions and levels within the organisation, whilst ensuring they are both measurable and consistent with the policies.

Personnel, whose activities fall within the scope of the Compliance Management Systems, shall through engagement, understand their own role and responsibility for working in accordance with the processes and procedures established therein.

Our culture will promote the value of all personnel by helping them to be confident and knowledgeable about their role in our organisation. We shall encourage, through teamwork and empowerment, all levels of the organisation to take customer-focused decisions.

### Chain of Custody

The Company is committed to providing certified material from sustainable resources as requested of specific suppliers and ensuring that all requirements regarding Chain of Custody are complied with. To achieve this objective a Sustainable Resource Manual has been prepared and staff have been, and will continue to be, trained to ensure compliance with all procedures, as appropriate.

The Company will not knowingly use timber from any contentious sources and will not knowingly use any CITES registered timber.

As a minimum, we shall monitor suppliers of timber products to avoid direct or indirect involvement in:

- Illegal logging or the trade in illegal wood or forest products;
- Violation of traditional or human rights in forestry operations;
- Destruction of high conservation values in forestry operations;
- Significant conversion of forests to plantations and non-forest use;
- Introduction of genetically modified organisms in forestry operations;
- Violation of any of the ILO Core Conventions as defined in the ILO Declaration on Fundamental Principles and Rights to Work.

Logo licenses for both FSC® (C001685) and PEFC™ (PEFC/16-37-69) shall be held by Central Office and logos used only under the terms of the license. In the event of logo usage, the appropriate approvals shall be sought and obtained, prior to use, through the Scheme Manager.

## Environmental Policy Statement

**MISSION STATEMENT**      ***“We shall operate our facilities in a responsible way with concern for the environment & the communities within which we operate”***

In order to attain this objective, the Top Management of James Walker (Leith) Ltd. shall adopt the following policy;

1.
  - ❖ *operate its facilities to meet and, where possible, comply and improve on legal and other environmental requirements to which the company subscribes and/or holds permits;*
  - ❖ *develop knowledge of the environmental impact of its processes and products, on an ongoing basis, with a view to moving towards long-term sustainable principles; and*
  - ❖ *include environmental issues within business and policy decisions.*
  
2.
  - ❖ *purchase timber from suppliers who harvest wood from sustainable forests with safeguards for wildlife and diversity of species, who themselves have an acceptable policy towards the environment & who have, or are working towards, recognised standards of forest certification.*
  - ❖ *use, wherever practicable and consistent with required levels of quality, waste and recycled materials.*
  - ❖ *influence, by its purchasing power, suppliers to adopt responsible environmental policies.*
  
3. Work to improve environmental performance continually, particularly in the areas;
  - ❖ *to minimize the use of fossil fuels by good practice and investment in both the manufacture and transport associated with its products.*
  - ❖ *to minimize the release of waste materials to the environment.*
  - ❖ *to prevent, wherever practicable, pollution at Company sites.*
  
4. Maintain certification as signatories to industry initiatives which promote good practice, such as FSC® and PEFC™, with a view to establishing and maintaining environmental management systems, which will ultimately comply with internationally recognised standards, such as BS EN ISO 14001.
 

Objectives and targets developed within these systems are available on request, due to the fact our performance in relation to these is constantly under review, internally and externally.
  
5. Involve and inform interested parties, such as the workforce, suppliers and customers to develop awareness of environmental issues and liaise with local communities and their representatives on same.



20 August 2019

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 Managing Director

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 Date