

The logo for METRO, featuring the word "METRO" in a bold, yellow, sans-serif font. The letters are contained within a dark blue rectangular background.

# **Paper & Wood Procurement Policy**

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## 1 Introduction

This document replaces the Paper & Wood Procurement Policy signed in 2012 (document reference QA018). Most of the changes have to do with format, and there are no major changes.

### 1.1 Objective

Every year 130,000 square kilometres of forest are cut down or burned. This is equivalent to the destruction of an area the size of a football field every 1.4 seconds. The clearing of tropical forests is a big contributor to global climate change and accounts for about 20% of the world's greenhouse gas emissions. METRO Cash & Carry aims to contribute to the goal of zero net deforestation in 2020 by responsibly sourcing its timber and paper products, as these are some of the key commodities causing deforestation.

### 1.2 Scope and target groups

- § All MCC operations and business support functions, in all countries
- § All own-brand products (common and local sourcing) sold by MCC, particularly those in which wood or wood fibre accounts for more than 50 % of the finished product (in terms of weight)<sup>1</sup>.

## 2 METRO Cash & Carry targets

METRO Cash & Carry aims to ensure that 100% of its own-brand products made from wood or wood fibre in accordance with the aforementioned scope originate from legal and responsibly managed forests by the end of 2020.

## 3 Policy framework

METRO Cash & Carry is committed to promoting sustainable forestry and continuously seeks to optimise the purchasing process in order to ensure that it only purchases wood and paper products originating from legal and more sustainable sources.

This should ensure that:

- § The material is harvested in compliance with applicable legislation in force in the country of harvest (e.g. harvest rights)
- § The forest has been managed in compliance with the principles of sustainable forest management, which balance social, economic and ecological needs
- § Traditional and civil rights of indigenous people, local communities and workers who benefit from the forest management and production are respected and protected
- § Ecosystems, biodiversity and ecological processes are maintained or restored, especially with regard to forests of high conservation value
- § A proper management plan and a corresponding monitoring process are implemented and documented

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<sup>1</sup> See list of product categories in Annex 1

For assessing compliance with the aforementioned criteria on legal and sustainable forest management practices in the supply chain, the following shall apply:

- 1) Products made from recycled wood or fibre are considered to be sustainable for the purpose of this policy; preferably they should be certified according to ISO 14024<sup>2</sup> type I label
- 2) Products made from virgin fibre have to be certified in accordance with a third-party forest certification scheme, with the following order of priority:
  - 1.1 Forest Stewardship Council (FSC) or
  - 1.2 Programme for the Endorsement of Forest Certification Schemes (PEFC) or
  - 1.3 Equivalent standard according to the available benchmark of certification schemes
- 3) Business partners must have proper in place to track and report the origin of the timber contained in the final product made from virgin fibre to verify that the timber has been harvested legally. The following traceability information is required for each wooden component of the product:
  - 3.1 Type of wood
  - 3.2 Scientific name of tree species
  - 3.3 Country of origin of wood
- 4) For all products covered by the scope of this policy, METRO Cash & Carry will require that its suppliers comply with the requirements of BSCI or another accepted standard as listed on the [webpage](#)

#### **4 Reporting**

- § METRO Cash & Carry will make this policy publicly available and progress will be reported in the METRO GROUP Corporate Responsibility Report
- § The progress against the target will be measured on the basis of the following key performance indicators (KPI):
  - Number of SKUs that comply with the criteria for assessing sustainable forest management practices in the supply chain

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<sup>2</sup> See list of certificates and eco labels in Annex 2

## Annex 1: Own-brand product categories that are impacted<sup>3</sup>

Own-brand product categories that are impacted		
Apparel	Baby world	Activity toys
		Baby beds
		Chairs
		Changing tables & mats
		High Chair
		Furniture
		Music & sounds
		Walkers
	Home textiles	Bed Frames & Mattress
		Venetian blinds
	Shoe Luggage Accessories	Clogs
		Men's jewellery
		Unisex jewellery
	Sports	Ice hockey equipment
Pool/snooker equipment		
Skateboarding equipment		
Table tennis equipment		
Business & homecare	Cleaning and laundry care	Clothes hangers
		Laundry accessories
		Waste bins
	Decoration and signage	Frames
		Posters
		Vases
	Shipping, packing and wrapping	Bags
		Cartons
		Gift Paper and Bags
		Inside protections
		Packing Rolls
	Storage and handling	Wood
		Basement / Cellar / Garage
		Bedroom storage
		Cabinets and displays
		General wood storage
		Ladders
	To build fix and maintain	Shelving and racking
		Hammers
		Chipboards
Front doors and frames		
Internal doors and frames		
Painting tools		
Kitchen, cooking & table	Gastro/catering equipment	Working and storage
		Baking moulds
	Home kitchenware	Baking utensils
		Cutlery trays
		Cutting boards
		Dish-drying racks
		Food containers

<sup>3</sup> This is not an exhaustive list, and is intended solely to offer examples

		Small utensils for preparation Strainers, bowls, funnels			
	Home tableware	Cutlery /Cutlery tray Serving dishes Serving trays			
	Professional cookware & utensils	Cutting boards Small Preparation Utensils Prof Serving Dishes			
Office & media	Office furniture	Home Office Furniture Office Chair Office Furnishing Office Furnishing Executive Office Meeting Furniture Visitor chairs			
		Office supplies	Binders Binders/files Boards Boxes Business paper Calendars Clips Tags And Rubber Bands Colored Paper Collector Albums Copy Paper Desktop organisers Desktop organiser accessories Draw Paint Accessories Draw Paint Paper and Filing Drawing Painting Easels Files and pockets Filing School Forms Greeting Cards Index Mailing Note and flag Paper & Notepads Paper Rolls Pencils Planners and Organizers Stamper		
			Other non-food	Preliminary group non food	Home decoration Home improvement Seasonal
			Seasonal	BBQ and charcoal	Charcoal barbecue Barbecue accessories

		Wood-related
	Gardening	Decorations
		Garden sheds
		Garage
		Greenhouses
		Hand tools
		Hand Tools Combi Systems
	Indoor Furniture	Banquet tables/chairs
		Bar games
		Bar/lounge furniture
		Bar stools
		Bar tables
		Bedroom furniture
		Bookcases and shelves
		Coffee tables and Occasional Tables
		Dining chairs
		Dining tables
		Double beds
		Kids' beds
		Kids' furniture
		King-size beds
		Media furniture
		Restaurant benches
		Restaurant chairs
		Restaurant furniture
		Restaurant tables
		Restaurant Table Assemble
		Sideboards and chests of drawers
		Single beds
	Sofas and armchairs	
Outdoor furniture	Dining Rattan and wicker	
	Dining Wood	
	Chairs and Benches	
	Outdoor Rattan Natural	
	Outdoor Seating Wood	
	Outdoor Table Table Top	

		Relaxing Rattan and wicker
		Relating Wood
	Party	Party decorations
		Tableware licences
	Seasonal	Advent calendars
		Baskets
		Chinese zodiac deco
		Decoration Halloween
		Nativity scenes
		Other decoration items
		Other tree deco items
		Paste paper
	Toys	Castles, forts and accessories
		Construction Wooden Toys
		Educational Wooden Toys
		Family Games
		Other Wooden Toys
		Painting/Coloring
		Puzzles
		Shopping Sets
		Vehicles
		Weapons
Beauty and personal care	Tissue & hygiene	Kitchen towels
		Toilet Paper
		Tissue
	Professional Tissue & hygiene	Hand towels
		Tissue
		Toilet paper
Disposables	Tableware	Napkins
		Plates
		Cups



**Annex 2: Accepted certification schemes and eco-labels in accordance with [ISO 14024](#)**

EU eco-label:



Link: <http://ec.europa.eu/environment/ecolabel/products-groups-and-criteria.html>

Blue Angel:



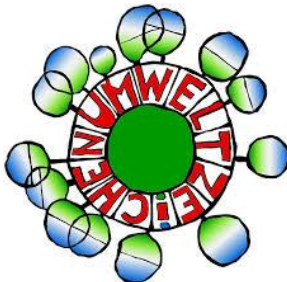
Link: <https://www.blauer-engel.de/en>

Nordic Swan:



Link: <http://www.svanen.se/en/>

Austrian eco-label:



Link: <http://www.ecolabelindex.com/ecolabel/osterreichisches-umweltzeichen-austrian-ecolabel>

Milieukeur Netherlands:



Link:

<http://www.ecolabelindex.com/ecolabel/milieukeur-ecolabel-the-netherlands>

Medio Ambiente Spain:

Link:

[http://www.aenor.es/aenor/certificacion/procesos/proceso\\_certificacion\\_aenor.asp#1](http://www.aenor.es/aenor/certificacion/procesos/proceso_certificacion_aenor.asp#1)

Marque NF Environnement

France:

Link: <http://www.marque-nf.com/fr/>

Eco Mark Japan:



Link:

<http://www.ecomark.jp/english/>

Korean eco-label

Institute:



Link: <http://el.keiti.re.kr/enservice/enindex.do>

Global eco-label:

Link: <http://www.globalecolabelling.net/>