



## RESPONSIBLE PAPER AND PAPERBOARD SOURCING POLICY

January 2021

*DK is the world's leading illustrated publisher and a member of the Penguin Random House division of Bertelsmann, creating cutting-edge design and stunning visual books for the whole family, that explores ideas and nurtures curiosity about the world we live in. With a book loving community of over 800 colleagues in the UK, US, Germany, India, China, Canada, Spain and Australia, DK produces books in over 100 countries and over 60 languages.*

As a diverse organisation operating worldwide, we are committed to ensuring all our products are responsibly and ethically sourced and manufactured. This document highlights some of the ways in which we embed this commitment into our procurement practices.

### EXECUTIVE SUMMARY

Our responsible paper and board sourcing policy is designed to ensure that only materials that are from known, verifiable and legal sources are used on our products.

- From 1st January 2021 100% of the paper used in our products is Forest Stewardship Council (™) certified and 100% of our paperboard is FSC certified or 100% post consumer waste recycled.
- Prior to this date, materials were risk assessed using the Book Chain Project Forest Sourcing tool; only materials rated 3\* and above may be used.
- Annual spot fibre testing takes place to verify pulp content of paper and board.

All of our manufacturing and paper providers are required to adhere to this policy.

### SUSTAINABLE PAPER SOURCING

DK recognises the vital importance of forests and the services they provide, such as the purification of water and air, raw materials, the promotion of biodiverse ecosystems and a home for indigenous communities. Deforestation and forest degradation not only risks these services, but is a significant source of global greenhouse gas emissions, which contribute to the climate emergency. Our responsible paper and paperboard sourcing policy aims to combat deforestation by supporting and promoting responsible forest management practices.

We have been working towards our goal to source 100% of the paper used in our products from FSC certified sources, and 100% of our paperboard from FSC certified or 100% post consumer waste recycled sources since 2016 - a goal that we achieved at the end of 2020. Prior to this date we purchased a mix of FSC materials along with materials that have been risk assessed and designated as coming from known, legal and responsible sources as defined by the Book Chain Project<sup>1</sup> Forestry Sourcing tool.

As a founding participant in The Book Chain Project, we actively utilise their Forestry Sourcing tool to assess and understand the pulp sources of the papers we use.

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<sup>1</sup> More details about the Book Chain Project's Forest Sources tool can be found at <https://bookchainproject.com/process#fs>



Penguin  
Random  
House

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DK and our sister company, Penguin Random House UK are FSC certified publishers ([FSC-C018179](#)) in the category of Books and Printed Material. We have held this chain of custody since 2006. When producing books in regions outside the US and EU, we comply with applicable laws, including the US Lacey Act, the UK Timber Regulations and the EU Timber Regulations, which ban illegal logging and trafficking of wildlife, including plants and plant products.

### SUPPLIER STANDARDS

We strive to procure paper only from suppliers who source responsibly. All of our print manufacturing suppliers globally are required to be FSC certified. When selecting vendors, we ask each prospective partner to provide its corporate environmental policy or documentation demonstrating its environmental practices and goals. We ask that our suppliers have, work towards or follow the framework for the ISO 14001 environmental standard. This is an international standard providing a structure that companies can follow to set up an effective environmental management system.

### VERIFICATION

Internal controls are in place to ensure that only materials which meet our responsible paper and paperboard sourcing policy can be selected for manufacture. Regular paper usage reports are run by our Procurement Manager to measure and monitor the usage of papers and paperboards.

We require our printers and paper suppliers to avoid any controversial fibre. Working closely with our supply chain, we ask that fibre composition records of the paper they supply are maintained to ensure traceability. To verify that these requirements are consistently met, we conduct fibre analysis sample testing checks and confirm that papers specified on our purchase order have been used in the finished product. We address any discrepancies with our suppliers. Please refer to our [Fibre Testing Policy](#) for further details.

### RESPONSIBILITIES AND REVIEW

Overall responsibility for this policy resides with DK's Chief Operating Officer. We are committed to reviewing this policy regularly to ensure that it maintains compliance to evolving legal obligations as well as our high sustainability standards.

The latest version of this policy will always be found on our website at:

<https://www.dk.com/uk/information/our-green-pledge/>

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