

**WILLIAMS-SONOMA, INC.**  
**RESPONSIBLE WOOD PROCUREMENT POLICY**

**Williams-Sonoma, Inc. Commitment & Policy:**

Williams-Sonoma, Inc. ("WSI") is committed to environmental stewardship, specifically, responsible forest management. WSI will realize this commitment through a stepwise approach to responsible wood purchasing and within a framework of sound business disciplines that ensure we can meet our commitments to our employees, customers, and shareholders.

WSI is committed to only using wood obtained from known, legal, and well-managed timber sources. WSI commits not to source wood products from unwanted sources as defined in this policy

WSI will work with our vendors to set targets, improve practices and increase usage of wood from credibly certified sources over time. We will review and update our policy annually to ensure that it reflects changing circumstances, new knowledge, and opportunities for WSI. Finally, we commit to report on our progress annually.

**Requirements:**

WSI expects its existing and future Vendors/Suppliers ("WSI Vendors/Suppliers") to act in accordance with the standards set forth in this policy.

Existing Vendors/Suppliers will follow a stepped approach over a finite period of time to come into compliance. WSI views the stepped approach as follows:

- Known source which includes species, forest of harvest, and country of origin
- Known licensed source
- Working toward certification
- Credibly certified/recycled

New Vendors/Suppliers practices must comply with this policy in order to do business with WSI. WSI Vendors/Suppliers must:

- Be able to identify the species, forest, and country of origin of all woods used in WSI products
- May not use wood from unwanted sources as defined by the definitions of this policy.
- Proactively work with WSI to explore opportunities for progressively increasing wood from credibly certified sources, with a preference for Forest Stewardship Council (FSC), where possible

**Verification:**

To verify compliance of Vendors/Suppliers with these requirements, WSI may require independent, third-party verification including the following:

- Verification of Forest origin and legality
- Chain-of-custody certification
- FSC Controlled Wood certification

Other Documentation requirements:

- Vendors/Suppliers must, upon request, produce documentation evidencing wood source and origin.
- If a WSI Vendor/Supplier uses imported wood, the wood supplier shall provide documentation that verifies the wood has been legally obtained. Documentation required, but not limited to:
  1. A bill of lading.
  2. Contracts of sale identifying species, forest source, and country of origin.
  3. Certificate of Origin stamped by relevant government authority for each specific consignment.
  4. Customs declaration in the country of origin demonstrating that the wood was legally exported and all export/import taxes, duties, and levies paid.
  5. Customs documentation in the country of importation.
- Additional documentation may be requested on an individual basis.
- Each WSI Vendor/Supplier will designate a person responsible for compliance and will implement and follow an internal procurement procedure to ensure that all wood used in WSI products complies with the WSI policy.
- Vendors/Suppliers must maintain all required documentation and records for a minimum of 24 months.

## DEFINITIONS:

**Credibly certified/Credible forest certification**—Certification by a third party that a forest is well managed under a certification system requiring:

- Participation of all major stakeholders in the process of defining a standard for forest management that is broadly accepted;
- Compatibility between the standard and globally applicable principles that balance economic, ecological, and equity dimensions of forest management; and
- Traceability of specified products back to the raw material source through a chain-of-custody system;
- An independent and credible mechanism for verifying the achievement of these standards and communicating the results to all major stakeholders.

**FSC Controlled Wood** (as defined by the Forest Stewardship Council— non-certified wood that has been independently verified by third-party auditor as being low risk for the following:

- Wood harvested by forest management enterprises in violation of traditional or civil rights
- Wood harvested in forests in which global environmental conservation priorities are threatened by management activities
- Wood harvested from forest management units being actively converted to plantations or non-forest uses.
- Wood from forest management units in which genetically modified trees are planted.

**High conservation values** (as defined by the Forest Stewardship Council)—Forests having any of the following values:

- Forest areas containing globally, regionally, or nationally significant concentrations of biodiversity values (e.g., endemism, endangered species, and refugia);
- Forest areas containing globally, regionally, or nationally significant large-landscape-level forests contained within, or containing, the management unit where viable populations of most if not all naturally occurring species exist in natural patterns of distribution and abundance;
- Forest areas that are in or contain rare, threatened, or endangered ecosystems;
- Forest areas that provide basic services of nature in critical situations (e.g., watershed protection, erosion control);
- Forest areas fundamental to meeting basic needs of local communities (e.g., subsistence, health);
- Forest areas critical to local communities' traditional cultural identity (areas of cultural, ecological, economic, or religious significance identified in cooperation with such local communities).

**Illegal sources**—Timber harvested or traded in violation of relevant national or sub national laws, or authorized through corrupt practices.

**Known Source**—Vendor knows where the forest material was grown and can identify the harvesting entity. As far as the Vendor is aware, the source is not *unwanted*, as described in this policy.

**Legal**—Timber that was harvested, exported, imported, and/or traded pursuant to a legal right and:

- in compliance with national and sub national laws governing the management, harvesting, exporting, importing, and/or trading of forest resources, including payment of any taxes, duties, levies;
- in compliance with legislation related to the Convention on International Trade in Endangered Species (CITES), where applicable.

**Unwanted source**—A source that falls within one or more of the following categories:

- The source forest is known or suspected of containing high conservation values, except where:
  - The forest is certified or in progress to certification under a credible certification system, or
  - The forest manager can otherwise demonstrate that the forest and/or surrounding landscape is managed to ensure those values are maintained;
- The source forest is being actively converted from natural forest to a plantation or other land use, unless the conversion is justified on grounds of net social and environmental gain, including the enhancement of high conservation values in the surrounding landscape;
- The timber was illegally harvested, exported, imported, or traded;
- The timber is conflict timber (i.e., it was traded in a way that drives violent armed conflict or threatens national or regional stability);
- The harvesting or processing entity, or a related political or military regime, is violating human rights;
- The timber is from genetically modified trees;
- The source forest is unknown.

**Working toward certification**—Vendor has established specific criteria and requirements as follows:

- The supplier is a *known licensed source*, meaning the wood they supply has proper documentation and/or certification in compliance with this policy;
- The Vendor has made a public commitment to achieve *credible certification*;

- A site inspection has been carried out by a suitably qualified and experienced assessment team to determine whether the vendor is certifiable and to identify all areas of noncompliance with certification requirements;
- The Vendor:
  - has agreed to a time-bound, stepwise action plan to achieve certification of the source;
  - provides periodic progress reports on implementation of its action plan, and is open to third-party inspection to verify that progress is being made as reported;
  - is participating in an initiative that supports and monitors stepwise progress toward credible forest certification (e.g., the entity could be a forest participant in WWF's Global Forest & Trade Network (GFTN) or a project of the Tropical Forest Trust).