

## Responsible sourcing policy



### 1.1 Commitment by the management

**Philippine and Scandinavian Design, Filtra Inc.**, commits to procuring products and services that ensure material is sourced from legal and well-managed forests that are certified to credible certification standards and/or from post-consumer recycled materials. A cornerstone of that commitment is to implement a Responsible Sourcing Programme that promotes the use of legal and responsible forest products.

### 1.2 Continuous improvement

We hereby commit to continuously improve the sustainability level of our sourcing by favouring stricter and more credible certification/verification standards and sourcing requirements. Equally, we are committed to avoiding sourcing from unknown or unsustainable sources.

### 1.3 Certification

Where possible, we are committed to procuring timber products that have been certified against an internationally recognised standard for responsible management to ensure that the material originates from a well-managed forest.

### 1.4 Legality

We are committed to only sourcing material that is produced, processed and traded according to applicable legislation.

### 1.5 Social responsibility

We are committed to avoiding engaging in or benefitting from controversial business practices, including but not limited to:

- Any form of forced labour, including bonded labour, forced prison labour, slavery, servitude or human trafficking.
- The use of child labour. The minimum age for employment shall not be less than the age of completion of compulsory schooling and shall not be less than 15 years.
- Discrimination on the basis of race, colour, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, family responsibilities, age and disability, or other distinguishing characteristics.

The organisation will offer its workers a safe and healthy working environment, including but not limited to, protection from fire, noise, accidents and toxic substances. Adequate health and safety policies and procedures are established and followed.

If we become aware that any of these are an issue within our organisation or any of our suppliers, we will take appropriate steps to mitigate any such situation.

**Philippine and Scandinavian Design, FILTRA, Inc.**  
The Penthouse, 5/F Yupangco Building  
339 Sen. Gil J. Puyat Avenue cor. N. Garcia Street  
Makati City 1209, Philippines

Tel: (+632) 478-6888 | Fax: (+632) 478-6688  
info@filtra-inc.com  
TIN: 208-430-211-000



#### 1.6 Environmental responsibility

We are committed to responsible stewardship of the environment and its natural resources. We are committed to lessen the environmental impact caused by our own activities or those carried out by our suppliers and sub-suppliers.

#### 1.7 Supply chain management and information

We will ensure that information about suppliers and sources of material are evaluated and necessary information is collected to enable effective risk assessment.

#### 1.8 Risk assessment and mitigation

We will carry out risk assessment of all suppliers and supplies of wood in order to evaluate the risk that the material or products being sourced originates from an illegal source or has been illegally traded. In case risks are identified and cannot be classified as negligible, we will carry out appropriate risk mitigating actions in order to avoid any potential risk.

#### 1.9 Monitoring and verification

The company will carry out appropriate monitoring of internal systems and procedures. Access will also be made to external audits as necessary and applicable to verify that relevant systems are in place and are being implemented according to these requirements.

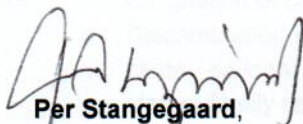
#### 1.10 Review and adaptation of policy

We will ensure that this policy and related documents are periodically reviewed and appropriately revised.

#### 1.11 Communications and stakeholders

This Policy shall be made publicly available and will be communicated to suppliers and interested parties.

Signed by:

  
Per Stangegaard,  
Managing Director

**Philippine and Scandinavian Design, FILTRA, Inc.**  
The Penthouse, 5/F Yupangco Building  
339 Sen. Gil J. Puyat Avenue cor. N. Garcia Street  
Makati City 1209, Philippines

Tel: (+632) 478-6888 | Fax: (+632) 478-6688  
info@filtra-inc.com  
TIN: 208-430-211-000