

## **Chain of Custody Policy**

IVE Group (IVE) will promote the supply of environmentally responsible products at all opportunities. We encourage our clients to give preference to paper sourced from certified forests, and/or forests compliant with the international standard ISO 14001.

IVE's Chain of Custody (CoC) certificate covers all print production activities for which a Chain of Custody claim is being made by the customer and printed onto the finished product, from the physical receipt of CoC certified paper at any of its sites to the point that finished printed product is dispatched to the customer.

The national Group Compliance Team is responsible for ensuring that the regular reporting and communication requirements are met, the system is administered correctly and subjected to continual surveillance, and that consent forms are held, signed by each participating site manager, agreeing to abide by the general obligations and responsibilities of the certification standards.

Each site must comply with these requirements to remain eligible for inclusion on the CoC certificates.

Investigation of complaints against the FSC  $^{\circledR}$  and/or PEFC certification scheme or accreditation program will be conducted via the applicable procedures.

At the client's request, IVE will ensure that paper is procured from certified well-managed forest resources. We will implement CoC practices within the enterprise and require appropriate suppliers to adopt CoC systems in order to provide us with assurances of the environmental management of the end product.

We are committed to implement and maintain the CoC systems according to the requirement of the relevant FSC or PEFC standards and in compliance with the social, health and safety requirements as defined in the CoC standards.

Only certification systems with international credentials and scientifically supported standards such as the FSC and/or PEFC or equivalent, will be recognised on our clients' behalf. We will monitor the critical control points and capture all elements of the FSC and/or PEFC CoC processes of manufacture and labeling. These include:

System documentation
Product scope
Paper sourcing
Paper receipt and storage
Production control
Sales and delivery
On-and off-product labeling





Signed By: ..... IVE Group CEO

Date: ...25 March 2024.....

IVE-COC-POL Version: 1 Issue Date: March 2024