

(Appendix 2-1)

In addition to the Sustainable Sourcing Code, the below Sustainable Sourcing Code for Timber provides a framework for sustainable procurement of timber used for products, services, etc. procured by the Tokyo 2020 Organising Committee (hereinafter “Tokyo 2020”).

### Sustainable Sourcing Code for Timber

1. This Sourcing Code applies to the following types of timber.
  - a) Sawn timber, laminated timber, cross-laminated timber, plywood, laminated veneer lumber and flooring timber, used as construction materials
  - b) Plywood panels used for concrete forms for construction purposes
  - c) Timber used for furniture (excluding recycled timber remnants and wood scraps, etc.)
  
2. For the purpose of sustainability, Tokyo 2020 places high priority on the following conditions (i) to (v) below concerning timber, and will procure timber that satisfies them. In particular, considerable effort should be devoted to promoting reuse of plywood panels used for concrete forms, and to ensuring that even reused plywood panels satisfy the following conditions (i) to (v), or as a bare minimum, condition (i).
  - (i) Timber that is harvested through an appropriate procedure with reference to relevant laws, ordinances, etc. of timber-producing countries or territories
  - (ii) Timber that derives from forests maintained and managed based on mid- to long-term plans or policies, and doesn't derive from conversion of forest to non-forest area such as farmland.
  - (iii) Timber that is harvested through logging activity that is considerate toward conservation of the ecosystem
  - (iv) Timber that is harvested through logging activity that is considerate toward the rights of indigenous people and other local residents
  - (v) Timber that is harvested by workers protected through appropriate safety measures
  
3. Timber with FSC, <sup>\*1</sup> PEFC, <sup>\*2</sup> or SGEN <sup>\*3</sup> certification is accepted in principle as one that satisfies conditions (i) to (v) in Section 2 at a higher level.
  
4. In the event that suppliers need timber without any certification specified in Section 3, they shall take the procedure designated in Appendix 1 to confirm and prove that

the procured timber satisfies conditions (i) to (v) in Section 2 .

5. In selecting from timber that suits Section 3 or 4, suppliers should preferentially select domestic timber in order to promote the domestic forestry industry and, through this, encourage the demonstration of the multifunctionality of forests.
6. Suppliers shall keep documents on the certification mentioned in Section 3 or the proof mentioned in Section 4, for a period of five years, and submit such documents when Tokyo 2020 requires them to do so.
7. Suppliers are recommended to collect the information such as concerns related to the place of origin and production business operator of said timber where possible, including the perspective of securing the traceability to the harvested area, and to utilise the collected information, with its credibility and objectivity in mind, in order to reduce the risk of procuring from a business operator that produces timber which does not meet the conditions of Section 2.

\* 1: Forest Stewardship Council

\* 2: Programme for the Endorsement of Forest Certification schemes

\* 3: Sustainable Green Ecosystem Council

## Appendix 1: (procedure that shall apply to non-certified timber)

The procedure mentioned in Section 4 in the Sustainable Sourcing Code for Timber (hereinafter “the Sourcing Code) is as follows.

- (1) To confirm satisfaction of condition (i) in Section 2 of the Sourcing Code, suppliers shall adopt a legality verification method following the Guideline for Verification on Legality and Sustainability of Wood and Wood Products, formulated by Japan’s Forestry Agency on 15 February 2006. Suppliers also shall confirm the legality of plywood panels used for concrete forms by following the confirmation method for “plywood form” specified in the Basic Policy for the Promotion of Procurement of Eco-Friendly Goods and Services formulated by the Government of Japan (revised at a Cabinet Meeting on 2 February 2016).
- (2) Concerning each of conditions (ii) to (v) in Section 2 in the Sourcing Code, a forest owner, forestry cooperative or logging company, etc. in the case of domestic timber products, or an importer in the case of imported timber products, shall confirm the following matters by rational methods in terms of accountability, and record the results in a written format.
  - (ii) Confirm that forests from which the timber derives are managed according to an approved forest management plan, or an original plan devised by the forest owner, etc., and that the forests are not converted to non-forest area such as farmland.
  - (iii) Confirm that forests from which the timber derives are harvested through logging activity that is considerate toward conservation of valuable animal and plant species, if any there.
  - (iv) Confirm that people involved in forests from which the timber derives sincerely listen and respond to complaints and/or requests, if any, from indigenous people or other local residents.
  - (v) Confirm that the timber is harvested by workers who have received training on safety and hygiene, and properly wear safety outfits.
- (3) Each of the businesses within a supply chain shall issue a document that proves that the confirmation of the matters designated in (2) has been conducted concerning the procured timber. Final proof shall be thus offered through a series of successive issuances of the documents every time the timber is delivered between businesses within the supply chain.
- (4) Constructors reusing plywood panels for concrete forms shall submit a document that proves that the plywood panels are used ones.

(5) Each of the businesses involved shall keep relevant documents, including shipping records, receipts and proof documents concerning the timber, for a period of five years.