

INDUS TREE CRAFTS FOUNDATION

INFORMATION PROVISION POLICY



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1. Objective:

- This policy has been framed to describe the process and details of the information that shall be provided to each group member involved in FSC Certification of Bamboo Plantation.

2. Scope:

- This procedure applies to each stakeholder along with Indus Tree Crafts Foundation involved for FSC Certification of Bamboo Plantation

3. Definition:

- FSC: Forest Stewardship Council, An international non-profit, multistakeholder organization established that promotes responsible management of the world's forests.
- ASI: Assurance Services International is an assurance partner for leading sustainability standard systems and initiatives around the world, including FSC.
- Group member: Mutual Benefit Trust and Famers included in the group for FSC certification.

4. Responsibility and Authority:

- The Project Quality Manager is responsible for assuring that the policy statement described in this document is being continuously implemented at all stages of the group and the effectiveness of the implementation in a timely manner.

5. Policy Statement:

- I. All the fundamental terminologies included in the certification process shall be explained and communicated to all the group members such as FSC and ASI.
- II. All the group members shall be trained and educated on the following FSC standards that are applicable for the Indus Tree Foundation group: i. Forest Management Groups (FSC-STD-30-005 V2-0) ii. The FSC Forest Stewardship Standard for India (FSC-STD-IND-01-2022 EN) iii. Chain of Custody Certification (FSC-STD-40-004 V3-1 EN).
- III. Group members shall also be informed and explained about the constitution of the group, certificate holder along with roles and responsibilities of group members as per the FSC standards.
- IV. Complete information shall be provided to group members about the internal standards and regulation formulated by the group for FSC certification.

- V. Whenever there will be any revision or updation in FSC standards documents and internal standards or regulations, group members shall be informed about it through official communication methods.
- VI. The group shall ensure that all members are aware of the certification body's process of evaluation of the group and activities for certification as well as of ASI's authorities and right to access group information and resources.
- VII. Prior to joining the group, group members shall be informed about the process of inclusion into the group, along with rules and regulations formed for sanctions and expelling group members.
- VIII. Group members hold the right to access any document or record relevant to FSC certification; A formal request shall be made by the group member to access the same.
- IX. The Project Manager shall summarize and include all the information that will be shared with the group members in the training manuals to ensure continuous communication and provision of information to group members.

6. Authorized Signatory:

*Name: Ms. Remya Devan
Designation: Project Manager
Indus Tree Crafts Foundation*



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