



TIMBER PROCUREMENT SYSTEM & PROCEDURES MANUAL

MATON pty ltd
ABN: 34 004 320 361

6 Clarice Road
Box Hill VIC 3128
AUSTRALIA

Version 2.01

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MATON TIMBER PROCUREMENT SYSTEM

This cover sheet summarises Maton's principal business activities, usage of timber and background information on the Timber Procurement System, which incorporates our Policy statement and Responsible Sourcing Approach to meet all Due Diligence requirements of the *Australian Illegal Logging Prohibition Act 2012*.

Principal Business Activity

The Principal business activity of Maton Pty Ltd (ABN 34 004 320 361) is the manufacture of acoustic guitars, semi-hollow electric guitars and ukuleles.

Maton sources timber from a network of preferred suppliers specialising in the supply of low volume high grade timber for the music industry. We purchase directly from local and international suppliers, billets of raw sawn timber, semi processed timber blanks, and timber components to size, cut and drying specifications.

Maton has pioneered the use of Australian tone woods in guitar construction. Local sustainably harvested timbers are being increasingly used as alternatives to traditional old growth North American and Sub-Continent timbers. Maton's value-adding operations integrates heritage craft skills with specialist timber drying, advanced manufacturing CNC timber machining and UV finishing technology.

Head Office Address

Our head office and all value-adding operations, including on-site storage of timber, is located at 6 Clarice Road, Box Hill, Victoria, 3128, Australia.

Maton has manufactured guitars in Melbourne since 1946, and has operated from our current premises, 20 kms east of Melbourne city since 2003.

Responsible Person

The individual responsible for ensuring that this system is maintained is

Ian Young Manager: Sustainability and Business Excellence
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Company Due Diligence System

Maton has embedded all legal requirements of a Due Diligence System within the Business Operation's Timber Procurement System and Procedures Manual. Maton has used the ATIF Legality Compliance Toolkit, and other resources obtained from key suppliers, industry networks and on-line resources, as part of our due diligence system for illegal logging risk assessment and management.

We subscribe to a range of newsletters and mailing lists, including the Department of Agriculture and Water Resources illegal logging mailing list and NEPCon Timber Sourcing Hub Risk Assessment newsletter, to ensure that we are kept informed of the release of any related information or guidance materials.



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MATON Policy Statement

To manufacture our world-class guitars, Maton uses an extensive range of timbers. In addition to using traditional timbers sourced from overseas supply chains, Maton has pioneered the use of Australian non-traditional tone woods.

We have a deep respect for the precious timber resource used in the making of guitars and the sustainable management of wood species used in our industry.

Our environmental focus is to always be resourceful and maximise the value from the timbers we use. We are not only focused on using the most sustainable timber sources available, but also optimising the resource efficiency of the timber we use.

We are committed to understanding and meeting the requirements of all Australian and International Regulations to prohibit the importation and use of illegally logged timber, and protect endangered species of timbers, including the *Australian Illegal Logging Prohibition Act 2012* and the *Illegal Logging Prohibition Regulation 2012*.

We will achieve this by

- Developing and maintaining long term relationships with key suppliers, both local and international, that are recognised as world best practice suppliers of timber for the music instrument industry.
- Managing and conducting our business using systems and procedures which support our Responsible Sourcing Approach and ensures that we demonstrate appropriate due diligence is undertaken in the procurement of all timber.
- Undertaking on-going research and development into the use of sustainable Australian timber alternatives.
- Giving priority to waste avoidance, ahead of waste management, to ensure that the yield from all raw timber is optimised in our value-adding processes.
- Developing and training our people so that they can be fully involved in and contribute to the achievement of this policy.
- Committing to regular review of our systems, audit of our procedures and continuously improve our timber procurement supply chain.

From January 2017, new regulations adopted by The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) amplifies the protection of rosewood species (*genus Dalbergia*). These regulations impact anyone buying or selling a rosewood guitar across international borders.

Maton is equally committed to facilitate the compliance of our products with all CITES regulations.

Signed copy on site
Linda Kitchen
Director

Signed copy on site
Neville Kitchen
Director

June 01, 2018
Date

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For Errors and omissions: please advise

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