

Supplier Code of Conduct

As the contracting organisation, we expect our suppliers to ensure their practices are supportive of our approach. We would like to procure goods and services that have been produced or are delivered with minimum impact on the environment and with regard for social issues such as employment conditions and welfare.

As a result, we reserve the right to refuse partnerships with organisations that do not achieve, or are unable to provide evidence of an action plan of, the following minimum standards for their operations, employees and supply chain; these are in accordance with International Labour Organization (ILO) conventions and other public sector commitments.

Working conditions

- *Freedom of Association and Collective Bargaining* — As far as any relevant laws allow, all employees are free to form or join a Union, which pertains to the protection of the terms and conditions of the employment of employees, such as wages, hours of work, working conditions and grievance procedures.
- *Elimination of All Forms of Forced and Compulsory Labour* — Forced, bonded or compulsory labour is not used and employees are free to leave their employment after reasonable notice. Employees are not required to lodge deposits of money or identity papers with their employer.
- *Elimination of Discrimination in Respect of Employment and Occupation* — Discrimination based on factors non-relevant to the terms of employment is prohibited. Examples of non-relevant attributes include race, religion, gender, sexual orientation, disability, ethnicity, height, weight and age.
- *Effective Abolition of Child Labour* — Work undertaken by people of 16 years or under without consideration for their personal development, safety, education or health is prohibited.

Supplier diversity

- Within our sustainable procurement policy, we encourage a diverse range of suppliers to tender to provide services, materials or expertise and our aim is to give equal opportunities to all suppliers.

Environment

- Processes are in place to actively improve the efficiency with which finite resources, including fossil fuels and water, are used, while minimising pollution.

Supplier Commitment

As a supplier of goods or services to Thomas Swan & Co. Ltd., we commit to complying with the above conditions of the Supplier Code of Conduct and support this approach.

Company details

Name of company:

Address:

Name of signatory:

Function of Signatory:

Signature:

Date: