



SUPPLIER CODE OF CONDUCT

The overall objective of the Supplier Code of Conduct is to build trusting and open relationships between The Company and suppliers in order to drive improved performance for our clients and their supply chains. This Supplier Code of Conduct sets out the behaviours we would expect of each other.

In selecting suppliers, The Company follows MQP105 Purchasing procedure to ensure that purchased goods and services conform to specified requirements. The procedure details the method for evaluation and recommendation of suppliers, services, agencies and subsequent monitoring.

These are our commitments and expectations

- Both parties to treat each other with fairness and respect to build trusting, collaborative and constructive relationships that are focused on delivering for our stakeholders
- To fulfill all contractual, legal and statutory obligations
- Ensure that the product or service meets the needs of the service users
- Comply with all applicable human rights and employment laws, this includes complying with the provisions of the Modern Slavery Act 2015; providing a robust means of ensuring that all supply chains also comply
- Use recognised industry practices in the delivery of goods and services and continuously improve these goods and services through innovation, ideas and expertise
- Resolve any disputes or non-conformance in a prompt and fair manner
- To be mindful of the need to maintain trust and confidence in the reputation of both parties
- Safeguard personal data and confidential management information through the application of the General Data Protection Regulation 2016, non-disclosure agreements (where they exist) and information security best practise
- Awareness and reduction of the impact of goods and services on our environment in an effort to be a more sustainable business

This code of conduct will be reviewed at least annually as part of the management review process.

Signed

A handwritten signature in blue ink, consisting of a stylized, cursive 'A' followed by a horizontal line.

Position CEO

Date: 1 September 2020