

Dear Supplier

Ethical Trade Policy **Version no. 5 Date 18/05/2023**

HG&Co is committed to ensuring a high standard of ethical and environmental trade practices. We aim to develop positive relationships with suppliers based on mutual trust, and all dealings will be conducted in a professional manner. HG&Co aims to purchase goods that are produced and delivered under conditions which do not involve exploitation or abuse of any persons and does not infringe on the human rights of others. Also, that any goods or services have minimum negative impact on the environment. Where possible we will try to source locally.

HG&Co works to the Modern Slavery Act, Ethical Trading Initiative (ETI) Base Code, is a member of SEDEX (Supplier Ethical Data Exchange) and Investor In People accredited. We expect our suppliers to embrace and work to our Ethical Trade Policy. This forms part of our consideration and approval of our suppliers. We will give preference to suppliers of environmentally friendly products or services.

As part of our Ethical Trade Policy, we expect our suppliers to comply with the Modern Slavery Act and be continuously improving their compliance with the social and environmental standards as specified below, both in their own organisation and within their supply chains, sub-contractors and service providers. We expect our suppliers to comply with all local laws and regulations, including those related to social and environmental performance.

Labour Standards:

- Employment is freely chosen
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and hygienic
- Child labour shall not be used
- Living wages are paid
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided
- No harsh or inhumane treatment is allowed

Environmental Standards:

- As a minimum comply with statutory, regulatory, and other legal requirements relating to the environmental impact of their business
- Minimise waste and recycle materials where possible
- Minimise pollution to land, air and water
- Conserve energy, natural resources and biodiversity
- Control noise levels
- Where possible measure, monitor and share impact
- Report any toxins present in materials supplied requiring specialist waste disposal

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Business Principles:

It is expected suppliers will also have policies and procedures to support good standards of:

- Health, Safety and Staff Wellbeing
- Quality
- Equal Opportunities and Diversity
- Ethical Working including abiding by Anti-Bribery, Anti-Corruption and Competition Laws

We ask our suppliers to notify us immediately upon discovering any actual or suspected misconduct or violations of this Ethical Trade Policy or applicable laws. You can contact us via your HG&Co Contact, by emailing Supplier.Management@hgcompany.co.uk or anonymously via hgcompanywhistleblowing@parkcity.co.uk.

We encourage our suppliers to work with us to improve performance. By entering into business with us you are committing to comply with this Ethical Trade Policy. To ensure compliance with our Ethical Trade Policy we may audit or request updates on compliance and performance – including the use of Sedex and Supplier Questionnaires designed by HG&Co. We encourage our suppliers to use third party risk or impact assessment tools e.g. SEDEX, B-Corp. As part of assessing our own environmental impact we may ask for data on your environmental performance. We encourage transparency and sharing of information and would be happy to discuss and share opportunities for improving standards to the benefit of the whole supply chain.

If HG&Co becomes aware of any actions or conditions that violate our Ethical Trade Policy, we will request the supplier to take corrective action. Whilst HG&Co would want to support our suppliers in improvements, if appropriate corrective action is not taken, we reserve the right to terminate any agreements.

Please visit www.hgcompany.co.uk for our current policies on Modern Slavery and Human Rights, Whistleblowing, Ethical Trade, Anti-Corruption and Anti-Bribery and Sustainability. Kimia, Burlington and Symposium are all trading names of HG&Co Ltd.

Thank you for your support in improving working standards.

Yours sincerely



Miranda Hayman
Director