

SKOPE Supplier Code of Conduct

Our commitment

SKOPE is committed to sustainability, striving for high standards and continuous improvement across social and environmental responsibility and ethical conduct. Our suppliers are integral to achieving positive outcomes for our own goals.

We partner with suppliers who act fairly and ethically, provide safe working conditions, treat workers with dignity and respect, and who use environmentally responsible practices to make products or perform services for SKOPE.

Our expectations

This Supplier Code of Conduct (SCOC) outlines our expectations for SKOPE's entire supply chain, including sub-suppliers and sub-contractors. We expect suppliers to engage with their own supply chain using this code, or to develop their own Code of Conduct, to ensure that our collective businesses are focussed on sustainable outcomes.

The SCOC requirements equally apply to permanent, temporary, and agency workers, as well as piece-rate, salaried, hourly paid, legal young workers (minors), part time, night, and migrant workers.

We expect suppliers to act in full compliance with all applicable laws and regulations in their jurisdiction, and those that apply from external jurisdictions.

*We **expect** our suppliers to meet minimum standards and promptly advise SKOPE of any compliance incidents or issues, alongside improvement plans and progress.*

*We **encourage** our suppliers to be aspirational in their practices and embed best practice sustainability standards.*

Ethical Business

We **expect** our suppliers to:

- Operate with integrity, transparency and honesty - not engage in any form of corruption, illegal or unethical activities.
- Comply with all applicable laws, regulations and ethical standards of all the countries where they are doing business, including competition and fair-trading laws, insider trading laws, data privacy laws, environmental laws and regulations, anti-corruption laws, anti-money laundering and countering the financing of terrorism.
- Not obtain materials from conflict regions that contribute to human rights abuses.
- Comply with export and import controls, and requirements in countries of operation and supply.
- Respect and protect information, data and intellectual property rights in accordance with laws and regulations.

- Comply with security requirements for data and information required by SKOPE.
- Pay subcontractors promptly.
- Not participate in any activities that will result in perverse outcomes, counter to sustainability aims.

We **encourage** our suppliers to:

- Provide and promote a 'whistleblower' option for workers which is accessible and confidential.
- Across the countries they operate in, apply the requirements of those countries with the highest standard of ethical obligations.

Human Rights, Labour and Employment

We **expect** our suppliers to:

- Support workers' fundamental human rights in accordance with international human rights standards and prohibit all forms of modern slavery.
- Comply with employment, human rights, discrimination, harassment and equal opportunities regulatory requirements.
- Ensure the workplace is free from harassment, physical, mental and other forms of abuse.
- Ensure the wellbeing of workers by complying with legal requirements on working hours, including minimum wage, leave, rest periods, overtime and maximum hours.
- Ensure that workers receive wages and worker benefits that comply with all applicable local laws and are not subject to wage deductions as a disciplinary measure.
- Workers must not be required to lodge 'deposits' or their identity papers with their employer, and they must be free to leave their employer after reasonable notice.
- Ensure that workers are provided with written and understandable information about their employment conditions before starting employment.
- Practice and promote equality by treating potential and employed workers equally regardless of gender, age, race, ethnicity, religion, disability or other distinguishing characteristics.
- Ensure all workers are voluntarily employed and not use forced, compulsory or child labour.
- Workers must be at least 15 years of age.
- Respect the rights of all workers to associate freely on a voluntary basis, seek representation, participate in labour unions and bargain collectively in accordance with local laws.
- Respect the privacy rights of all workers, including whenever personal information is collected, stored, used or shared, and with respect to any worker monitoring practices.

We **encourage** our suppliers to:

- Contribute to the communities they operate in.
- Understand and improve wage gaps across ethnicities and gender.
- Assess wage differences, and progress towards, a living wage as a minimum threshold for employment.

Further information can be found at the United Nations [website](#) and at the UN Human Rights – Office of the High Commissioner [website](#).

Quality

We **expect** our suppliers to:

- Meet SKOPE's quality standards as outlined in the SKOPE Purchase Terms.
- Have quality assurance processes in place to promptly identify, document, prevent, resolve and notify SKOPE of any quality issues, defects or non-conformances.
- Complete all inspection, measuring and testing to required standards and certifications.

We **encourage** our suppliers to:

- Establish and maintain a quality management system covering the requirements of the international standard - ISO 9001 - to have a continual focus on the highest quality of production and provision of services.

Health and Safety

We **expect** our suppliers to:

- Provide safe and healthy conditions for all workers and comply with health and safety obligations, all applicable laws, regulations and standards in countries where they are doing business.
- Provide adequate personal protective equipment and training that supports worker safety and protects workers from any health impacts arising from their work.
- Provide adequate first aid equipment, and access to trained first aid personnel (onsite or at local medical facilities) at all times.
- Assign health and safety responsibility to a senior management representative.
- Comply with the highest safety standards for products across the countries of supply.

We **encourage** our suppliers to:

- Aspire to a "zero-harm" workplace and adopt a continuous improvement approach to the health, safety and wellbeing of workers.
- Involve their workers in safety and wellbeing management through worker participation programmes and build their capability to manage risk.

- Across the countries they operate in, or source from, apply the requirements of those countries with the highest standard of health and safety obligations.

Environment

We **expect** our suppliers to:

- Comply with all applicable environmental laws, regulations and standards of the countries where they are doing business, including those that relate to hazardous materials, air emissions, contamination, pollution, waste, stormwater and wastewater discharges.
- Notify us of any environmental infringements and non-compliance.
- Adhere to all applicable laws regarding the use of specific substances in products and manufacturing processes, including labelling for recycling and disposal.
- Minimise resource use and waste produced, and maximise recycling rates across business operations.
- Prioritise sustainable materials and products in business operations and as part of the products that they produce.
- Provide information on request relating to environmental regulation (e.g. RoHS, IChEMS, etc).

We **encourage** our suppliers to:

- Establish and maintain an environmental management system covering the requirements of the international standard - ISO 14001 – to have a continual focus on reduction of environmental impacts.
- Publicly report on progress of reducing environmental impacts.
- Support their suppliers to reduce their operational impacts on the environment.
- Measure and monitor their greenhouse gas emissions (Scope 1, 2 & 3) and set science-aligned reduction targets.
- Identify, assess, and manage climate-related risks and opportunities for their business.

Further information

We aim to improve our sustainability performance over time. Our supplier performance is key to this. We may require suppliers to answer questionnaires, supply documentation and support announced and unannounced assessments by SKOPE or agents acting on our behalf. We expect all suppliers to make improvements when any of these Code standards are not met.

We welcome discussion and engagement with our suppliers to support our collective efforts towards sustainable business.

You can find out more about our actions here: www.skope.com/sustainability