



# SUPPLIER CODE OF CONDUCT

Version 1.0

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## INTRODUCTION

At the core of FSP's mission is a deep commitment to Planet, People, and Responsible Business. We are dedicated to creating a sustainable future—not just for our business, but for our employees, our clients, and the communities in which we live and work. Our approach goes beyond meeting business objectives; it's about making a positive impact on the world around us.

We believe that true progress is only possible when we align our efforts with those of our partners and suppliers. That's why we are committed to working with suppliers who share our ethos and values.. Together, we can build a network of responsible, forward-thinking businesses that contribute to a better, more sustainable world.

## SUPPLIER TIERS

We recognise that our suppliers come in all sizes. To make our expectations clear, we have established two tiers within this code:

**Basic Tier:** This tier focuses on core principles that are important to all businesses, regardless of size. (Basic Tier – referenced below)

**Comprehensive Tier:** This tier applies to larger suppliers or those in higher-risk industries and requires more detailed information on your company's ESG practices.

We will determine which tier applies to your company based on factors like size, industry, and risk profile.





## BASIC TIER TERMS:

### ENVIRONMENTAL RESPONSIBILITY

- Appropriate compliance management systems and processes, which facilitates compliance with applicable laws, regulations, and standards.
- Comply with all applicable environmental regulations.
- Promote safe and environmentally sound practices throughout your operations.
- Minimise waste generation and pollution.

### SOCIAL RESPONSIBILITY

- Appropriate compliance management systems and processes, which facilitates compliance with applicable laws, regulations, and standards.
- Uphold fair employment practices and treat workers with respect.
- Comply with all applicable employment laws, including minimum wage and working hours.
- Prohibit child labour and forced labour.
- Maintain a safe and healthy work environment.

### GOVERNANCE

- Appropriate compliance management systems and processes, which facilitates compliance with applicable laws, regulations, and standards.
- Conduct business with integrity and honesty.
- Prohibit bribery and corruption.
- Respect intellectual property rights.



## COMPREHENSIVE TIER TERMS

### ENVIRONMENT

- All applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Use appropriate management systems to ensure that product quality and safety meet the applicable requirements.
- Protect employees' and neighbours' lives and health, and the general public against hazards inherent in your processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and actively reduce your waste produced (both non-hazardous and hazardous), as well as emissions to air, water and soil.
- Minimise your negative impact on biodiversity, climate change and water scarcity.
- Minimise the use of toxic chemicals in the products you supply - and toxic chemicals used will be stated.
- Are, or are committed to, tracking and measuring your greenhouse gas emissions to help reduce your carbon footprint. Ideally this should be by Scope.

### SOCIAL

- Support the protection of internationally proclaimed human rights, and fight forced labour (including modern slavery and human trafficking) and child labour. This includes a zero-tolerance approach to the exploitation of any kind, and that you comply in full with requirements in the Modern Slavery Act 2015, the Bribery Act 2010, and the Public Contracts Regulations 2015
- Uphold the freedom of association and the right to collective bargaining under applicable laws.
- Treat employees with respect and provide a workplace free of harassment or abuse of any kind, harsh and inhumane treatment, unlawful practices or discrimination.
- Enable your employees and other stakeholders to report concerns or potentially unlawful practices at the workplace.





- Comply with minimum wages and working hours in accordance with local laws, and ensure compensation of a living wage according to local living conditions.

## GOVERNANCE

- Abide by all applicable national and international trade laws and regulations, including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption and money laundering.
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
- Implement an appropriate Compliance Management System, which facilitates compliance with applicable laws, regulations, and standards.
- Conduct a business risk assessment and have identified what risks you have, as well as a method statement to tell you how to minimise those risks.

Abiding by these ESG principles is important for us as a business. Should you have any concerns about illegal or improper conduct, please contact us directly.

We review our Supplier Code of Conduct on an annual basis, recognising that continuous improvement is vital.



## Major Revision History

The table below summarises the changes made against a major revision / release of the document.

Version	Date	Author	Change Summary

