

Code of Conduct

Purpose

Porterbrook is committed to strict observance of all laws and regulations, and to the pursuit of honest and fair corporate activities that conform to the norms accepted by society.

We aim to provide our customers with a safe, reliable and efficient service whilst acting fairly and professionally. These values contained within our Code of Practice underpin our business and the way in which it operates, and we consider that these values are wholly in line with our obligations under the Modern Slavery Act 2015 (the “Act”)

We have compiled the Porterbrook Code of Conduct for Suppliers (the “Code”) to achieve our goal of living up to this commitment together. It lays down the standards of compliance that we expect and demand of all those who supply us to ensure that we live up to our high standards

The term Supplier encompasses any kind of contractor, supplier or business partner except for Porterbrook’s customers.

Scope

This Code of Conduct applies to all suppliers supplying a product or service to Porterbrook. We encourage our supply chain to promote these requirements on their own supply chain.

Suppliers will be approved following successful completion of the Porterbrook Supplier Code of Conduct questionnaire, which covers the key elements for supplier requirements.

Suppliers who are deemed to present the highest risk to Porterbrook operations will be subject to regular audit in accordance with our STD/T2/08 – Audit Delivery Procedure.

Requirements

- The Supplier shall adhere to all applicable laws and regulations in which they operate. This includes laws and legal environmental requirements in the countries in which the supplier operates.
- The Supplier shall have a company-wide established Anti-Bribery and Corruption Policy.
- The Supplier shall avoid all potential conflicts of interest.
- The Supplier must adequately safeguard Porterbrook’s products and assets when in their possession. Porterbrook’s intellectual property must be protected.
- The Supplier shall have adequate policies in place for the prevention of forced labour and human trafficking.
- The Supplier shall have adequate policies in place for the prevention of underage labour and suitable protection of young workers.
- The Supplier must comply with the minimum wage required by the applicable laws and regulations.
- The Supplier must abide by the applicable employment laws and regulations for safe working conditions, working hours, holiday allowances and leave periods.
- The Supplier must ensure that the workplace is free from discrimination or physical or verbal harassment.

- We encourage Suppliers to adequately manage their environmental aspects including but not limited to air quality, energy, water quality and consumption, waste and responsible chemical management. This is best achieved by following an established Environmental Management System (EMS), preferably one that has been developed and certified in accordance with ISO 14001:2015.

Management

Suppliers are to provide employees and workers with a way to express grievances without fear of reprisals.

Suppliers must have and maintain throughout the term of their relationship with Porterbrook its own policies and procedures and provide training to the appropriate staff on the Act to ensure compliance with this Code.

Reporting

We encourage our Suppliers to contact us immediately if they have any concerns regarding any possible violations of this code by either the Porterbrook business, our employees or related supply chain.

Please address the information to the General Counsel at:

Ivatt House

7 The Point

Pinnacle Way

Pride Park

Derby

DE24 8ZS

Suppliers must have and, maintain throughout the term of their relationship with Porterbrook, its own policies and procedures and provide training to the appropriate staff on the Act to ensure compliance with this Code.

We hereby confirm our acceptance of the terms and conditions of Porterbrook’s Supplier Code of Conduct and agree to respect it and be compliant with it.

Supplier	
Name	
Signature	
Title	
Date	