



02/2022

## Stone Group Supplier Code of Conduct

Stone seeks to build partnerships with our suppliers, developing relationships that are based on trust and are to our mutual advantage. We also want our suppliers to share our values and, wherever possible, will encourage them to put these into practice.

Stone is committed to ensuring everything we do is ethical and lawful, and that we work in a socially and environmentally sustainable way. It is important to us that our suppliers feel the same way. All suppliers must comply with all national and international laws, rules and regulations, which affect both its business and our business.

This Code captures the universal principles and standards that we expect all of our suppliers to uphold, establishing a culture of integrity wherever its business is situated. Our standards derive from the UN Global Compact which seek to achieve supply chain sustainability through: 'the management of environmental, social, and economic impacts, and the encouragement of good governance practices, throughout the lifecycles of goods and services'.

### Anti-Corruption

Our suppliers must avoid corruption in all its forms. Our suppliers must never offer, give or receive bribes or make or accept improper payments to obtain new business, retain existing business, or secure any improper advantage and never use or permit others to do so. This includes any type of facilitation payment, large or small, even where such payments are perceived as a common part of local business practice or acceptable under local law. Our suppliers must not participate in or assist any form of tax evasion. Our suppliers must comply with all applicable anti-bribery and corruption laws - if they are to a lesser standard than the Bribery Act 2010, we also expect adherence to that Act.

Suppliers must have in place and implement anti-corruption and bribery procedures to prevent employees' or any persons associated with its business from committing offences of bribery or corruption.

We recognise that the receipt of gifts, gratuities, hospitality or entertainment by our employees can give rise to embarrassing situations. These may be seen as an improper inducement to influence actions or decisions and care must be taken to avoid such situations.

Stone:

- Makes available written terms of business.
- Undertakes to pay our suppliers on time, according to agreed terms of trade.
- Uses effective business planning techniques when estimating orders.
- Seeks to establish clear lines of communication with suppliers.
- Never uses its purchasing power unscrupulously.
- Fulfils its obligations under the Modern Slavery Act 2015 and encourages suppliers to do the same.
- Works with suppliers to secure decent working conditions and better living standards for all.
- Encourages suppliers to reduce their environmental impact (see *Sustainability and Environment policies*).

Stone is committed to ensuring that hospitality of all types is managed and controlled effectively. This is to reduce the risk of compromising both individuals and Stone's businesses and to ensure that no procurement advantage is offered to, or inferred from, external suppliers and contractors.

More information can be found in Stone's *Anti-Bribery – Gifts, Hospitality and Gratuities Policy & Procedures*.

### Stone Group

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Stone Group is the trading name of Stone Technologies Limited



## Human Rights

Our suppliers should support and respect the protection of internationally proclaimed human rights. These include the right to life, liberty and security; equal rights of men and women; the right to protection under the law and against discrimination, slavery, servitude, torture, or inhumane or degrading treatment; and freedom of speech, thought, conscience and religion. All workers must be treated with dignity and respect. We expect all suppliers to ensure that they are not complicit in human rights abuses.

## Labour

Our suppliers must not make any use of forced, bonded or compulsory labour. Stone does not support the use of child labour in any circumstance. Our suppliers must not employ any child under the age of 16. Even if national laws or regulations allow children between the ages of 13-15 to perform light work, such work is not permitted under any circumstances if it would hinder a minor from the completion of compulsory schooling or training, or if the environment would be harmful to their development of their health. Our suppliers must respect the rights of employees to establish and join groups for the promotion and defence of occupational interests, and must engage in good faith with such groups, or designated representatives in consideration and agreement of employment matters freely and voluntarily. Suppliers must not discriminate in hiring and employing workers on the basis of race, religion or belief, pregnancy and maternity, age, sex, sexual orientation, gender reassignment, marriage and civil partnership or disability. Suppliers must train their employees to be sensitive to ethical considerations and to consider the effect of their actions and behaviour on their own business, its reputation and business and public relationships. Suppliers are expected to take particular account of the potential consequences of their employees' actions and behaviour regarding Stone, our customers' respective businesses, responsibilities, and reputations. Suppliers must comply with the respective national laws and regulations regarding working hours, wages, and benefits. Employees should give their informed, freely given consent to any deductions (which must be lawful). Suppliers are expected to implement high standards of occupational health and safety. Suppliers must provide their employees with a safe and healthy workplace in order to prevent accidents, injuries, and work-related illnesses. They should also make sure a senior management representative is responsible for health and safety.

## Environment

Our suppliers must comply with all applicable environmental laws, regulations and standards and will implement an effective system to identify and eliminate potential hazards to the environment.

Suppliers should be prepared for any disruption to their business (such as natural disasters, terrorism, software viruses, illness, pandemics, and infectious diseases). This preparedness should include business continuity plans to protect employees and the environment as far as possible from the effects of possible disasters which may arise.

## Compliance with this Code

Suppliers should communicate the principles in this Code to its subcontractors and other business partners who are involved in supplying any of the products and services. The supplier should motivate them to adhere to the same standards and take action to monitor performance. We expect openness and transparency in our relationships with our suppliers. Transparency includes maintaining documentation necessary to demonstrate compliance with these principles. Stone may exercise its relevant contractual rights to access this documentation and raise reasonable enquires. Unethical business practices will be reported. Whatever criminal violations of laws are suspected, these should be reported to the appropriate authorities for possible prosecution, with any other violations being reported, investigated, and dealt with suitably.

Stone will consider any breach of the obligations stipulated in this code as a material breach by the supplier.

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