

# SUPPLIER DIVERSITY & INCLUSION CODE OF CONDUCT



*By voluntarily adopting this Supplier Diversity and Inclusion Code of Conduct, we affirm our commitment to providing a level playing field for SMEs, women owned and other diverse and under-represented suppliers in our communities, strengthening our marketplaces, promoting competitive advantage and enabling business sustainability in the communities we serve and support.*



## 1.0 | STATEMENT OF INTENT

We believe that the performance of our suppliers has a direct impact on the quality of our products and services. As such, we select suppliers based on quality, service and value.

Working with SMEs, women owned and other diverse and under-represented businesses (Diverse Suppliers) builds stronger communities and local economies and also enhances our supply chain, maintaining both economic and social benefits. We know it is important that our supplier base reflects the diversity of our customer base, and represents the communities in which we live and work and the economies in which we trade.

We want to provide equal opportunities within our procurement process and ensure that Diverse Suppliers have access to Supporter's name procurement opportunities throughout the supply chain of the business. To this end we are implementing a Supplier Diversity Programme (the Programme) and adopting an associated Supplier Diversity & Inclusion Code of Conduct (the Code), which are aligned with the guiding principles of Inclusion, Development, Compliance and Continuous Improvement.

Whilst still abiding by and upholding both the wider procurement principles, policies and codes of Supporter's name and any other applicable national or international standards, and by embracing the philosophy of continuous improvement, we will strive for a supply chain that is diverse, inclusive and reflective of the markets we serve, and which is accessible and efficient for all of the suppliers we work with.

## 2.0 | STRATEGIC AIMS

At Supporter's name, we recognise the business case for supplier diversity. An inclusive procurement process, that values equality of opportunity, can help us to better understand the needs of the customers and communities we serve. It brings new ideas, flexibility and creativity to our supply chain, giving us a competitive advantage while also supporting our sustainability efforts and those of the community.

**In line with this, our Supplier Diversity Programme has the following aims:**

- Support capacity building in our supply chain to allow all participants to effectively compete
- Create a thriving marketplace, enabling access to competitive sources for supplies and services
- Promote an environment where procuring from Diverse Suppliers makes good business sense
- Ensure Diverse Suppliers are able to participate in procurement tenders on equal terms, either directly or via Tier 1 supply chain
- Better understand and support our customers and our communities
- Be an active and relevant player in the communities we support and of which we are a part
- Support wider economic growth in relevant local and international markets

**Sustainable competitive advantage for Supporter's name, our suppliers and the wider community will be achieved by:**

- Developing and implementing a Supplier Diversity & Inclusion Programme alongside this Code designed to develop and embed the culture, infrastructure and capacity needed to deliver on the principles that underpin our approach to supplier diversity.
- Integrating the Supporter's name Supplier Diversity & Inclusion Programme with the Supporter's name global Sustainability Strategy and relevant community and sustainable development programmes, to ensure overall consistency and alignment of strategic objectives.
- Ensuring that contracts are awarded based on a predetermined, appropriate consideration of commercial rationale and service capability.
- Learning from and adapting Supplier Diversity best practices, which will also be evaluated in relation to Supporter's name procurement lifecycle needs, from other global organisations that are implementing similar programmes and, when available, from internal supplier diversity practices.

## 3.0 | DEFINITION OF A DIVERSE SUPPLIER

Our procurement processes are always focused on acquiring goods and services that meet our quality, cost, innovation, risk and sustainability standards. We expect all our suppliers to meet these requirements. A Diverse Supplier is a supplier who, in addition to meeting these criteria, is either owned or operated by an under-represented group and which reflects the values and composition of the communities of which it is a part.

**There are many different types of Diverse Suppliers. The most common are:**

- **WOMEN IN BUSINESS ENTERPRISES:** A business that is certified as 51% women owned, operated and controlled, where possible, or recognised as majority women owned, operated and controlled.
- **ETHNIC MINORITY BUSINESS ENTERPRISES:** A business that is certified as 51% ethnic minority owned, operated and controlled, where possible, or recognised as majority ethnic minority owned, operated and controlled.
- **DISABLED BUSINESS ENTERPRISES:** A business that is certified as 51% disabled owned, operated and controlled, where possible, or recognised as majority disabled owned, operated and controlled.
- **LGBT BUSINESS ENTERPRISES:** A business that is certified as 51% lesbian, gay, bisexual or transgender owned, operated and controlled, where possible, or recognised as majority LGBT owned, operated and controlled.
- **SMALL AND MEDIUM ENTERPRISES (SMES):** A for-profit organisation or entity defined as an SME by local or national government authorities. Definitions of an SME vary from country to country.
- **SOCIAL ENTERPRISES:** Approved organisations that work to address a social need, where profits are primarily reinvested into the community or back into the business.

Depending on geographical location, there may be other under-represented groups who would be considered as diverse for the purpose of this Code. For example, in some countries it may be relevant to include veteran-owned businesses in this list, or suppliers who are located in areas of particularly high economic disadvantage.

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## 4.0 | SCOPE OF THIS CODE

Where applicable, commitment of expenditure to third parties is permissible only by employees with delegated procurement authority, or delegated contract authority. No other employee may conduct any procurement activities unless relevant governance and delegated level of authority has been granted.

In particular, but not exclusively, employees who are engaged in procurement activities should familiarise themselves with the content of this Code and other related documents and comply with them.

It is essential that relevant Supporters name employees inform suppliers of the requirements outlined in this Code. Supporters name asks suppliers to make their own employees aware of this Code of Conduct and to ensure that their own employees observe it when engaged in Supporters name contracts.

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## 5.0 | GUIDING PRINCIPLES

Supporters name is committed to creating an inclusive procurement process where Diverse Suppliers have equal access to the procurement opportunities. We also want to assist Diverse Suppliers in their business development, providing education and opportunities to help them to reach their goals.

The Code is therefore guided by the principles of Inclusion, Development, Compliance and Continuous Improvement.

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## 5.1 | INCLUSION OF DIVERSE SUPPLIERS IN THE PROCUREMENT PROCESS

### OBJECTIVE

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To consider Diverse Suppliers from the communities in which the business operates for Supporters name procurement opportunities.

We want to provide Diverse Suppliers who satisfy our selection criteria with opportunities to become part of our supply chain. People with responsibility for procurement are encouraged to actively include Diverse Suppliers through the tender process where possible. Engagement with relevant supplier forums or the use of Diverse Supplier databases, such as those developed by certification bodies, can help with this.

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## 5.2 | DEVELOPMENT OF DIVERSE SUPPLIERS

### OBJECTIVE

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To support Diverse Suppliers' development.

By supporting the development of Diverse Suppliers and helping others in our supply chain to do the same, we can enhance the economic and social benefits that a more inclusive and equal procurement process delivers. Providing support to existing suppliers from under-represented groups, and to businesses from these groups who do not currently provide services to Supporters name, will help to ensure that as many businesses as possible meet our selection criteria, increasing the diversity of our supply chain.

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## 5.3 | COMPLIANCE WITH INTERNAL AND EXTERNAL PROCUREMENT AND DIVERSITY POLICIES

### OBJECTIVE

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To fully comply with existing Supporters name procurement principles and policies and any other relevant procurement and diversity legislation, and to maintain transparency, clarity and efficiency in contracting with Supporters name.

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## 5.4 | COMMITMENT TO CONTINUOUS IMPROVEMENT

### OBJECTIVE

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To adopt a commitment to evolve and enhance the Supporters name Supplier Diversity & Inclusion Programme, by incorporating further learning, experiences and best practices, to ensure the Programme's relevance over time.

Our commitment to continuous improvement is evident in the great importance we place on monitoring both our own progress toward achieving our supplier diversity objectives and developments in the broader Supplier Diversity community and embedding lessons learnt into the Programme.

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## 5.5 | COMMITMENT TO MEASUREMENT AND REPORTING

### OBJECTIVE

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To develop and maintain key metrics to assess the impact of our Supplier Diversity & Inclusion Programme and to communicate these to stakeholders on a regular basis.

Collecting relevant, accurate and timely data is essential to the success of the Supplier Diversity Programme and enables us to track progress and communicate impacts both internally and externally. To this end, we will measure and report our progress to stakeholders on an annual basis.

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