

# Webmart Supplier Code of Conduct:

## 1. Introduction

Operating with integrity is the Webmart way and therefore our aspiration to be recognised by our stakeholders as an organisation which is a responsible corporate citizen in all our relationships.

We expect our suppliers to share our commitments and approach and we state below guidelines that we require of all our suppliers. We expect them to adhere to the guidelines and to confirm in signing up to this code that they expect these requirements also of their supply chain, including sub-contractors.

## 2. Laws and regulations

Suppliers will comply with all applicable local and national laws, rules, regulations and requirements in the provision of products and services manufactured and provided to Webmart. This includes compliance with the International Labour Organisation (ILO) Core Conventions. It is the supplier's responsibility to maintain and enforce these standards within its own supply chain.

## 3. Core labour

Suppliers will comply with the Webmart Core Labour Policy at all times. Items covered in this policy include:

Underage labour / Forced labour / Freedom of association / Wages & benefits / Working hours / Healthy and safe working conditions / Discrimination

## 4. Environment

Suppliers must have clear procedures in place to ensure direct and indirect environmental impacts associated with the goods and services are understood, measured and managed. Suppliers must comply with Webmart's Environment policy.

## 5. Business integrity

Suppliers are to conduct their business in accordance with the highest ethical standards and to have controls in place that prohibit and detect the misuse of company assets, corruption, bribery, improper gifts, extortion, and embezzlement. All Supplier's business dealings should be fair, legal, and honest.

Suppliers shall not engage in any form of bribery or corruption or undertake any action that contravenes the Webmart Anti-Bribery and Corruption policy.

## 6. Discipline and grievances

Suppliers must provide a grievance mechanism for workers and their organisations to enable workers to anonymously raise workplace concerns. The mechanism must be transparent, set out clearly how grievances will be assessed and feedback provided. Workers and their representatives must be informed clearly how the scheme operates and its scope and that it is equally accessible to all workers.

Disciplinary procedures shall be clearly documented, communicated and easily accessible to all workers. All disciplinary matters shall be recorded including evidence that the worker knew and understood what they are accused of and given the right to trade union or other appropriate representation at disciplinary meetings which may lead to significant disciplinary penalties or dismissal.

## **7. Compliance with Code**

Suppliers must be able to demonstrate compliance with Webmart's Supplier Code of Conduct. This includes documented evidence and the right of Webmart or a designated firm to conduct audits. Audits to include facility inspections, review of supplier records, business practices and conducting employee interviews. All Suppliers must ensure that their own supply partners and sub-contractors act in accordance with this Code.

## **8. Use of sub-contractors**

Suppliers must notify Webmart whenever they employ third-party sub-contractors to provide products and/or services to the company and must ensure the third-party sub-contractor complies with the Code of Conduct.

## **9. Health & safety**

Suppliers must provide a safe, healthy working environment for all employees, in compliance with health and safety regulations, in order to preserve the good health of employees and prevent accidents, injuries and work-related illnesses. Workers must not be ill-treated by way of physical violence or verbal abuse or any means of harassment and intimidation. Workers must have ready access to clean toilet facilities and a supply of clean water.

## **10. Wages & Benefits**

Suppliers must pay employees at least the minimum legal wage and ensure all legally mandated benefits. Any deductions from wages will not be permitted without the express consent of the employee. All workers must be provided with written information about their employment conditions in relation to salary and particulars of salary payments.

\*Webmart pays all staff at least the UK's Living Wage and encourages its suppliers to consider taking a similar step.

## **11. Discrimination**

Suppliers are required to adhere to the principles and best practices of equality of opportunity in hiring, remuneration and all other aspects of employment. Suppliers must comply with all aspects of the Equality Act 2010 and are strictly prohibited from direct or indirect discrimination on the basis of age, disability, race, sex, pregnancy/maternity issues, sexual orientation or religion.

## **12. Freedom of Association and the right to collective bargaining**

Suppliers should allow employees to associate, organise and bargain collectively in a lawful and peaceful manner, with no adverse consequences, with the right to join trade unions of their own choice.

## **13. Criminal activity**

Suppliers are prohibited from engaging in any criminal activity.

## **14. Data protection**

Suppliers should not use or disclose any information belonging to Webmart, Webmart's existing and prospective customers, other suppliers, employees or other third parties, except as required or authorised, with written consent, by Webmart.