

# Bisley

## Supplier Code of Conduct

### About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey, Clifton Street in London and the main showroom located in Dallington Street, London. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both commercial and private sectors.

### Bisley Supplier Code of Conduct

Bisley is committed to ensuring that it deals ethically with its suppliers and that suppliers recognise the importance of Corporate Social Responsibility to us and to them in their operations. Bisley believes that Corporate Social Responsibility is a differentiating factor for its organisation in a highly competitive market.

Our directors and staff have expectations of 'good governance', which includes managing and initiating opportunities in all areas of our operations.

Corporate Social Responsibility at Bisley means doing the right thing for our people, our business, the environment and the communities we operate in. We continually strive to improve our social and environmental performance with the objective of ensuring that our activities contribute to the sustainable development of the communities in which we operate.

All policies referenced in this document can be found at: [www.bisley.com/policies](http://www.bisley.com/policies)

### 1. Compliance with Laws

Suppliers shall comply with all applicable laws and regulations of the countries in which operations are managed or services provided.

### 2. Human Rights

Suppliers are expected to treat people with respect and dignity, encourage diversity, remain receptive to diverse opinions, promote equal opportunity for all, and foster an inclusive and ethical culture, in accordance with the relevant International Labour Organisation (ILO) conventions.

- **Child Labour**

Suppliers must ensure that illegal child labour is not used in the performance of work and is consistent with the minimum working ages defined by the International Labour Organisation (ILO).

- **Human Trafficking, including Forced or Indentured Labour**

Suppliers must adhere to regulations prohibiting human trafficking and comply with all applicable local laws in the country or countries in which they operate, in compliance with the UK Modern Slavery Act 2015 and Bisley's anti slavery policy.

### 3. Employment Practices

- **Harassment**

Suppliers are expected to ensure that their employees are afforded an employment environment that is free from

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Newport, South Wales NP19 4PW

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physical, psychological, and verbal harassment, or other abusive conduct.

- **Non-discrimination**  
Suppliers are expected to provide equal employment opportunities to employees and applicants for employment without discrimination.
- **Wage and Benefits**  
Suppliers must pay workers at least the minimum compensation required by local law and provide all legally mandated benefits.
- **Social dialogue**  
Suppliers are expected to respect the rights of workers to associate freely and communicate openly with management regarding working conditions without fear of harassment, intimidation, penalty, interference or reprisal.

#### 4. Anti-Corruption

- **Anti-Corruption Laws**  
Suppliers must comply with the anti-corruption laws, directives and regulations that govern operations in the countries in which they do business and Bisley's anti bribery and corruption policy.

Suppliers are expected to exert reasonable due diligence to prevent and detect corruption in all business arrangements.

Suppliers are expected to compete on the merits of their products and services. The exchange of business courtesies may not be used to gain an unfair competitive advantage and must be in compliance with the UK Bribery Act 2010.

#### 5. Conflict of Interest

Suppliers are expected to avoid all conflicts of interest or situations giving the appearance of a potential conflict of interest.

Suppliers are expected to provide notification to all affected parties if an actual or potential conflict of interest arises.

#### 6. Maintain Accurate Records

Suppliers are expected to create accurate records and not alter any record entry to conceal or misrepresent the underlying transaction represented by it. All records made or received as evidence of a business transaction must fully and accurately represent the transaction documented. Records should be retained based on the applicable retention requirements.

#### 7. Information Protection

- **Confidential/Proprietary Information**  
Suppliers shall properly handle sensitive information, including confidential, proprietary and personal information. Information shouldn't be used for any purpose other than the purpose for which it was provided.
- **Intellectual Property**  
Suppliers must comply with all applicable laws governing intellectual property rights assertions, including protection against disclosure, patents, copyrights, and trademarks.
- **Information Security**  
Suppliers must protect the confidential and proprietary information of others, including personal information, from unauthorised access, destruction, use, modification and disclosure, through appropriate physical and electronic security procedures. Suppliers must comply with applicable data privacy laws including GDPR.

#### 8. Environment, Health and Safety

Suppliers are expected to establish an appropriate management system for Environment, Health and Safety.

Suppliers are further expected to operate in a manner that actively manages risk, conserves natural resources and protects the environment in the communities within which they operate.

Suppliers should protect the health, safety, and the welfare of their employees, contractors, visitors and others who may

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be affected by their activities.

Suppliers shall comply with all applicable environmental, health and workplace safety laws and regulations.

## 9. Global Trade Compliance

- **Responsible Sourcing of Minerals**

Suppliers must comply with applicable laws and regulations regarding conflict minerals.

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Signed: .....

**RICHARD COSTIN**  
Chief Executive

Date:

23rd September 2021

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