

Supplier Code of Conduct

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Sustainable Procurement Statement

Womble Bond Dickinson (UK) LLP is committed to being a responsible business, making a positive environmental, social and economic impact and upholding high ethical and professional standards consistent with our core values and our **Ethical Framework**.

We are proud of the work we are doing to fulfil that commitment and the recognition we have received for that work but we know there is so much more we need and want to do. We can only make progress towards our sustainability goals if we listen to and work with those communities whose lives are directly affected by our actions and who in turn directly affect our business – our employees and their families, our clients, our local communities, the legal community and our suppliers.

This Supplier Code of Conduct is addressed to our supplier community, and in turn, through you, to your own supply chains.

We understand, that different aspects of this Code will be more relevant to some suppliers than others, depending on a variety of factors including the size and nature of the supplier, the products and services they supply and where the supplier's value chain is located.

We expect our suppliers and their supply chains to commit to the principles in this Code and to be willing and able to demonstrate that compliance to us.

We recognise the excellent work already being done by many of you towards your own sustainability aims and we particularly thank those of you who have provided us with opportunities to learn from and work with you on our own responsible business journey. We look forward to working with our supplier community so that we may together increase and accelerate our positive environmental, social and economic impact.



Alexander Dickinson
Partner & UK Chair

We map our objectives against the UN Sustainable Development Goals (UN SDG)

The UN's goals address the global challenges we face and aim to achieve a better and more sustainable future for all. We have identified the following 6 UN SDGs as having most impact on our firm, and are focusing our efforts on these goals:

Goal 1: No Poverty

Paying a living wage, screening for forced labour, assessing supply chain risk.

Goal 3: Good Health and Well-being

Providing healthcare and operational health and safety programmes for employees.

Goal 4: Quality Education

Eradicating child labour, offering skills-based training, providing access to educational opportunities and promoting higher education.

Goal 10: Reduced Inequalities

Employing non-discrimination practices in the workplace and creating an inclusive work environment.

Goal 13: Climate Action

Employing climate risk assessments, and adopting climate change governance.

Goal 16: Peace, Justice and Strong Institutions

Providing access to justice for all, and building effective, accountable and inclusive institutions at all levels.

We support the UN Sustainable Development Goals



Supplier Code of Conduct

Introduction

Suppliers are expected to comply with and conduct themselves in accordance with both the spirit and the letter of this Code and all other policies we provide to them and to maintain high standards of ethics and integrity.

Suppliers contracting with us are likewise expected to promote the principles of this Code throughout their organisation and across their supply chain and be able to demonstrate adherence to the Code at our request.

We reserve the right to audit our suppliers based on the principles of this Code.



Environment

Legal Compliance and Environmental Management

Our commitment

Through enhancing our environmental performance and improving our sustainable practices, we respect our surroundings and aim to have a positive impact on the world around us. You can find out more about what steps we are taking in pursuit of that aim in the Environment section of our Responsible Business pages on our website here - [Environment](#).

We understand that systemic change takes time, but we fully recognise our role in creating a sustainable future for all. Developing and stretching our environmental targets is core to our business and we have set out our Carbon Reduction Plan which details our commitment to net zero by 2030.

What we expect of our suppliers

- Be conscious of your impact on the environment and take action to minimise negative impacts to preserve natural resources for future generations.
- Comply with environmental laws, regulations and standards.
- Obtain, maintain and keep up to date all required permits, licenses and registrations.
- Implement additional environmental management on your most significant environmental aspects, including carbon reduction targets to mitigate impact on climate change.

Net Zero and Carbon Emissions

Our commitment

In October 2021 we announced our commitment to achieve Net Zero by 2030 in line with our Carbon Reduction Plan. Our supply chain has a significant impact on our overall carbon emissions. We are already actively measuring that impact and planning the actions we need to take to achieve the reductions in emissions across our supply chain necessary to achieve our goal. It will be essential for us to work with suppliers who are also committed to reducing their own carbon emissions, and those of their supply chains, if we are to succeed.

We continuously aim to improve our environmental performance, for example by improving resource efficiency and reducing resource consumption of raw materials, and to develop environmentally sustainable practices to reduce our negative environmental impacts.

What we expect of our suppliers

- Understand your carbon emissions baseline using a recognised methodology e.g. Greenhouse Gas Protocol.
- Implement measures for carbon emissions reduction, including policies and procedures to reduce greenhouse gas emissions, energy, travel, water, waste, paper, single use plastic and pollution of land, air and water.
- Share your carbon emissions data with us if we ask for it.
- Engage with us (and our third party accreditors) in reviewing the environmental impact of your contract with us.
- Work with us wherever possible to identify and implement measures to reduce any negative environmental impact.

Social

Community Engagement

Our commitment

We are committed to giving time, energy and effort to positively impact our communities. We do this through charitable giving and fundraising, volunteering, and pro bono.

Each of our offices has a committee focused on fundraising and donating items to a chosen local charity within a national theme of social inclusion. Our fundraising activities have included colleagues taking part in dragon boat races, office to office cycle challenges and firewalks, as well as quizzes, runs, and charity balls, to name a few. Annually our people are given time to volunteer and carry out pro bono work.

What we expect of our suppliers

- We welcome the opportunity to work with suppliers to create a meaningful impact in our localities.
- Consider supporting and getting involved in the local community - for example, by engaging with charities or social enterprises through volunteering, fundraising or donating.

Diversity, Equity and Inclusion

Our commitment

We aim to create an inclusive culture for our people and to unlock potential to ensure that our people and the communities we work in flourish.

We are proud to participate in the following accreditation programmes: **Stonewall Employer Awards** and **UK Workplace Equality Index**, the **Government's Disability Confident Scheme**, **Social Mobility Employer Index**, and the **Mansfield Rule Certification**.

What we expect of our suppliers

- Promote a culture of diversity and inclusion, and mutual respect, free from discrimination, harassment, and bullying.
- Comply with applicable laws and regulations on equality, diversity, and inclusion.
- Monitor and address incidents of discrimination, harassment, or bullying.
- Provide diversity, equity, and inclusion training opportunities.
- Use inclusive language and do not tolerate discriminatory language.
- Create an inclusive working environment and actively work towards diversity at all levels.
- Evaluate candidates and employees based on their ability to perform the job, and make employment decisions based on equal opportunities.
- Go beyond legal compliance and actively support underrepresented groups through policies, procedures and initiatives.
- Take all steps to ensure that accessibility needs are met.
- Engage with schemes such as Stonewall Workplace Equality Index, and the Government's Disability Confident Scheme.

Health, Safety and Wellbeing

Our commitment

We are committed to embedding a positive working culture through working practices and creating opportunities for collaboration and sharing resources to ensure that our people achieve a balance across home and work life.

What we expect of our suppliers

- Proactively implement policies, systems, and training to prevent accidents and injuries, and comply with health and safety laws and regulations.
- Provide a healthy and safe workplace, and take precautions to prevent accidents and injuries.
- Support the wellbeing of your people and create an environment conducive to good health.
- Engage with the **Mindful Business Charter**, and promote healthy working practices.



Social Mobility

Our commitment

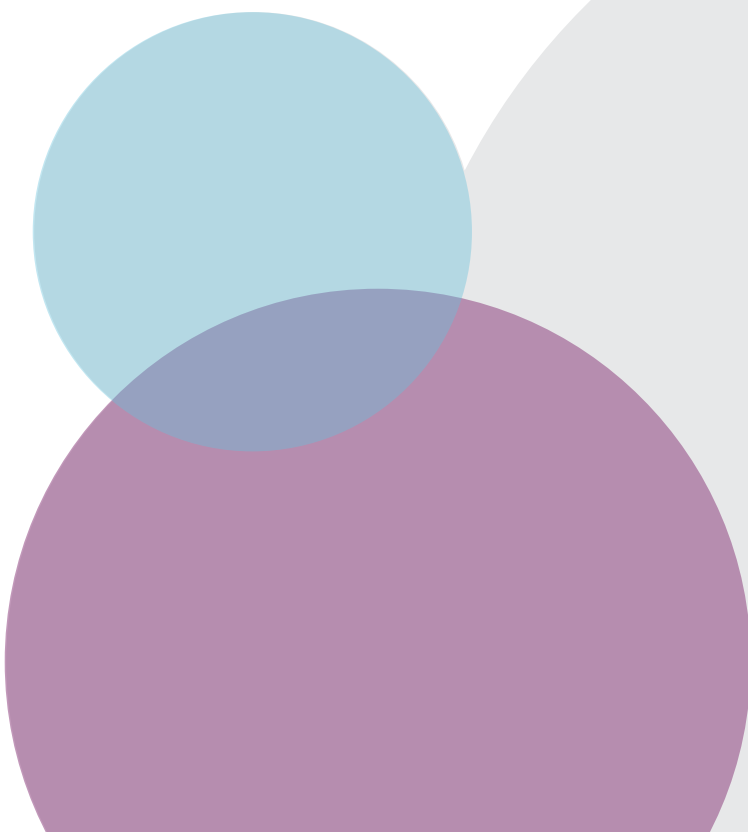
Social Mobility is the ease with which people can fulfil their potential, regardless of their social or educational background.

Our work around social mobility includes our Early Careers Programme, our work with schools and universities, as well as our Apprenticeship programme. We are passionate and dedicated about inspiring young people to unlock their potential, and widening access to the legal profession.

We recognise the historic barriers that have existed in accessing a career in law, and are passionate about breaking down those barriers.

What we expect of our suppliers

- Take steps to support young talent and bring about positive change by creating social mobility opportunities within their organisation and wherever possible.
- Engage with schemes such as the **Social Mobility Index**.
- Work with and support local schools to support young people to fulfil their potential.



Governance

Human Rights and Anti-Slavery

Our commitment

We respect the human rights of our colleagues and all parties with whom we deal. We are committed to work only with suppliers who show the same level of respect for their employees and suppliers.

What we expect of our suppliers

Human Rights

- Support and respect the protection of internationally proclaimed human rights and be committed to ensuring you are not complicit in human rights abuses.
- Only employ people who meet the legal minimum age requirement to work in the country in which you operate, and take action to ensure that you do not support or engage in any form of child labour.
- Pay at least the Living Wage as specified by the Living Wage Foundation (UK based employees) or a wage that meets local industry standards, whichever is greater.
- Comply with all applicable employment laws, regulations, and best practices, including those regarding pay, working hours, and minimum wage requirements, in every country in which you operate.

Anti-Slavery

- Do not engage in or tolerate any form of human trafficking or modern slavery.
- Take action to ensure that you do not support or engage in any form of forced or compulsory labour.
- Comply with all applicable anti-slavery and human trafficking laws and regulations.
- Implement ongoing due diligences procedures for your subcontractors and suppliers to ensure that there is no slavery or human trafficking in your supply chain.

Personal Information and Cyber Security

Our commitment

We respect data protection rights and have appropriate technical and organisational measures to safeguard any personal data we process. We do all that is reasonable both to maintain a high level of cyber security and to make sure that our cyber security is not compromised in any way by working with you.

What we expect of our suppliers

- Only process necessary personal information and destroy it when no longer required.
- Use personal information only as instructed and do not sell, share, or transfer it without prior authorisation.
- Notify us promptly of any data incidents or breaches.
- Support data subject requests, assessments, audits, and compliance efforts.
- Comply with all applicable data privacy and protection laws and regulations.
- Maintain high cyber security standards and safeguards to protect personal information.
- Respect privacy and take steps to secure personal data and confidential information against unauthorised access and use.

Economic Crime

Our commitment

We are committed to conducting our business in an honest and ethical manner. We do not tolerate any forms of bribery, corruption, tax evasion or other economic crimes and we comply with all applicable laws relating to economic crime in every country in which we operate. We expect the same of our suppliers.

What we expect of our suppliers

- Implement policies and procedures to prevent bribery and corruption and to ensure that you, your staff, your suppliers and your subcontractors comply with all applicable anti-bribery and corruption laws, statutes, regulations and codes from time to time in force.
- Report any actual or suspected bribery or corruption in a supply chain which has a connection to the work you carry out for us.
- Never give, offer, accept or request a bribe in any form (meaning any undue financial advantage (cash or otherwise) or any undue advantage of any other kind), directly or indirectly, to or from any person (including but not limited to our employees, customers and government or public officials).
- Have appropriate measures in place to train your employees and workers and to prevent and detect behaviour by them or third parties that would give rise to involvement in any economic crime.

Social Media

Our commitment

We are committed to treating other parties' confidential, private or intellectual property with integrity. We respect the confidentiality of the information provided to us, and expect our suppliers to meet similar standards.

What we expect of our suppliers

- Do not tolerate disrespectful or unprofessional usage of social media (relating to our business, our clients, our employees or our business partners) such as posting content that is abusive, malicious, obscene, threatening or intimidating, or that contains discriminatory or derogatory statements in any message or post.



Sharing Concerns

Our commitment

We aim to make appropriate choices each day and to do the right thing. Where individuals are concerned about what they have experienced, seen or heard, we offer a variety of ways for concerns to be shared including an anonymous, independent reporting system, so that concerns can be dealt with sensitively.

What we expect of our suppliers

- We expect our suppliers to create a comfortable, inclusive and positive work culture and environment and provide a policy and/or reporting tool for concerns to be raised including anonymously.



Contacting Us

We do recognise that each business, large and small, has its own priorities and that we are all at different points along our respective responsible business journeys. If you are an existing or potential supplier and you have any questions about this Code or any concerns about your ability to comply with any of the requirements in it, or you would like to engage with us in mutual plans to achieve the aims set out in this Code, please tell us.

If you have any questions about this Code or any comments on it, please do contact us at supplier.management@wbd-uk.com.

More information about Responsible Business at Womble Bond Dickinson (UK) LLP

For more information about our Ethical Framework and how we are working to make sure that being a responsible business underpins everything we do, please take a look at our Responsible Business Report which you will find in the Responsible Business section on our website here - [Responsible Business Report](#).

Awards and Certifications



