



## United Guarding Services Ltd

### Ethical Purchasing Policy

United Guarding is committed to minimising the social, environmental and ethical impacts of its supply chain. The purchases made by the company range from computer & office supplies to security equipment/uniforms to company vehicles.

The Company seeks to purchase goods and services that enhance positive impacts on the environment and society and minimise negative impacts, whilst meeting the requirements of our business. Our objective is to make a positive contribution to our environment and society by incorporating social, environmental and ethical considerations into our purchasing decisions.

#### **United Guarding Operating Principles**

- Work with suppliers to improve environmental, social and ethical standards, aiming for continuous improvement in all three areas.
- Recognise our supplier's own environmental, social and ethical standards.
- Ensure all relevant employees are aware of the Company's Ethical Purchasing Policy.
- Ensure that the procurement department is responsible for suppliers' compliance to the Supplier Operating Principles.
- Ensure supplier selection is based on objective and transparent criteria that include environmental, social and ethical consideration.
- Cease trading with suppliers who continually disregard important elements of environmental, social and ethical performance.

#### **Supplier Operating Principles**

- Suppliers are expected to have management systems in place for delivering compliance with the Operating Principles in their own Operations.
- Suppliers should comply with all relevant legislation and all relevant International Labour Organisation conventions.
- Suppliers are expected to communicate their expectations for compliance on all issues raised with the Operation Principles to all relevant employees and suppliers.
- Suppliers should demonstrate continuous improvement in their approach to sustainable and responsible purchasing.

#### **Society**

We expect our suppliers to adopt and demonstrate the following standards of social compliance:

- **Child Labour-** Suppliers should ensure the effective long-term elimination of child labour. Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- **Forced Labour-** There should be no forced labour and employees should be able to leave after giving reasonable notice.
- **Health, Safety and Hygiene-** All employees have the right to work in an environment that is safe and healthy. Steps should be taken to prevent accidents occurring at work and workers should receive adequate health and safety training.
- **Discipline-** Physical abuse or discipline, threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is not acceptable. Disciplinary and grievance procedures shall be clearly documented and communicated to all employees.
- **Working Hours-** Working hours should not be excessive and shall comply with relevant legislation. Overtime should be voluntary.

- **Equality of Treatment**- Suppliers should seek to eliminate discrimination at work on grounds of race, colour, sex, age, religion, political opinion, national extraction, sexual orientation, disability or social origin and promote equality of opportunity and treatment.
- **Remuneration**- Wages and benefits afforded to employees should meet national standards. Employees should be provided with a contract outlining their pay and conditions. Excessive deductions on wages should not be permitted as disciplinary measures.
- **Employment terms**- All employees should be provided with a contract outlining the terms and conditions of their employment. Contracts should be clear and understandable.
- **Community Impact**- Suppliers are encouraged to support the communities in which they operate through appropriate community initiatives.

### **Environment**

Suppliers should be able to demonstrate environmental policies and management systems sufficient to ensure continuous improvement in environmental performance. Suppliers should demonstrate:

- Documented policies regarding environmental management.
- Ability to monitor and review environmental performance.
- Degree to which operations are covered by recognised environmental management systems or intentions to achieving accreditation.
- Awareness of potential environmental risks in their production, service or sourcing activities.
- Implementation of processes to mitigate and minimise potential environmental risks.
- Degree to which production and services have been designed with environmental considerations in mind.

Suppliers should seek to:

- Minimise the use of energy, water and raw materials where practical.
- Maximise the use of recyclable and renewable materials.
- Make practical efforts to minimise waste and dispose of it in a safe, efficient and environmentally responsible manner.
- Avoid contamination of the local environment and ensure that emissions, air, noise and odour pollution is within nationally defined limits.

### **Ethics**

Suppliers are expected to have clear ethical standards to promote and encourage compliance. Suppliers should demonstrate the existence of processes and procedures to implement appropriate staff guidelines and codes of conducts.

Suppliers should ensure that management systems are in place to ensure the prevention of:

- Money laundering.
- Conflicts of interest
- Fraud, bribery and corruption and other improper payments or gifts.
- Unauthorised access to personal and business information.

The policy statement will be regularly reviewed and updated as necessary. The management team endorses these policy statements and is fully committed to their implementation.

**Michael Collyer | Managing Director**