



# Supplier Code of Conduct

## **UK Mail Group Code of Conduct**

The UK Mail Group is one of the leading parcel and mail delivery companies in the UK and as such we are totally committed to working collaboratively with our suppliers to achieve maximum mutual benefit.

We have adopted a strict code of conduct which defines our minimum standards of business activity.

UK Mail expects all its employees (full and part-time or on temporary contracts) to follow the code of conduct when working with suppliers. This expectation also extends to consultants, agents and sub-contractors.

The code of conduct states:

- UK Mail Group aims to treat its suppliers fairly and conduct the relationship in an open and transparent manner
- UK Mail Group will have an open and honest approach to both prospective and existing suppliers, ensuring equality of treatment
- UK Mail Group will seek to develop trading relationships based on mutual trust
- UK Mail Group will expect prospective and existing suppliers to offer best conditions as to price, quality and service at all times
- UK Mail Group will aim to pay its suppliers on time within the agreed terms
- UK Mail Group will not unscrupulously use the purchasing power of the Group
- UK Mail Group will not disclose to third parties any confidential information concerning its relationships and dealings with suppliers
- UK Mail Group will not source from suppliers and/or manufacturers who use, or are aware of the use of, child or forced labour within their supply chain
- UK Mail Group will comply with the laws of the countries where it does business
- UK Mail Group may positively select suppliers based on their environmental credentials

In return, UK Mail Group will expect its prospective and existing suppliers to use the same principles within their own supply base and then incorporate these as part of routine improvement, compliance and audit activities.

### **Conflict of Interest**

UK Mail employees, and the employees of suppliers, must declare to Group Purchasing any material personal interest which may affect, or be perceived to affect, their impartiality or judgement in respect of their duties when dealing with the other party. Examples of a conflict of interest might include:

- (a) Employees or close family members or friends owning a significant shareholding in a prospective or existing supplier
- (b) Close family members or friends being employed by a prospective or existing supplier

- (c) A UK Mail Group employee who has a close personal friendship with an employee of a prospective or existing supplier

Where such arrangements are unavoidable they must be declared in writing to [robertconstable@ukmail.com](mailto:robertconstable@ukmail.com) at Group Purchasing.

Where an employee of either UK Mail or the supplier has a conflict of interest, he/she will be excluded from having any direct involvement in any negotiations or agreement of commercial terms. In these instances, employees of both parties are obliged to maintain strict confidentiality in relation to any important or sensitive information regarding other suppliers, e.g. prices, volumes, terms, which they become aware of in the course of their duties.

Employees should avoid as far as possible dealing with suppliers in their private affairs, particularly if this is likely to put them under some obligation to the supplier.

It is essential that any employee is not offered any sort of personal deal which is not commonly available to the business, and which could be construed as a reward for actions taken in the course of their employment.

### **Acceptance of gifts and Business entertaining**

UK Mail Group have strict rules regarding the acceptance of hospitality and gifts as it may be perceived as an attempt to influence either party's judgement or impartiality particularly during commercial negotiations, contract renewal or a tendering exercise.

Suppliers may offer modest hospitality which should never exceed £25 in value or occur on a frequent basis

Suppliers should not offer gifts to UK Mail Group employees.

Failure to adhere to this rule will have a negative effect on the evaluation of a prospective supplier and may preclude an existing supplier from any further dealings with UK Mail Group.

UK Mail Group employees have an obligation to openly declare the offer of gifts and excessive hospitality by a prospective or existing supplier.

### **Conducting business in accordance with all applicable laws and regulations**

All prospective or existing suppliers must comply with all national and other applicable laws and regulations relating to the respective country of operation. This includes ensuring that business transactions with UK Mail Group are fully reported and recorded and ensuring supplier employees are aware and properly trained to meet these requirements.

## **Confidentiality**

Any information a supplier receives through business dealings with UK Mail Group must be deemed as confidential and not be disclosed to any third party without the prior consent of UK Mail Group or used for personal gain. This includes both commercial and technical information.

All suppliers will be expected to agree to and sign, a non-disclosure agreement before any commercial information can be provided to a supplier.

Prospective suppliers are required to have returned a signed copy of the non-disclosure agreement as a pre-requisite to any offer or proposal being considered or accepted.

## **Collusion**

If UK Mail Group has reasonable grounds for suspecting that collusion has occurred between any of its prospective or existing supplier then those suppliers shall be excluded from any further dealings with UK Mail Group and/or removed from supplier list.

Any collusion which contravenes competition laws will be reported to the appropriate authorities.

## **Health and Safety**

UK Mail Group places a duty on all suppliers to ensure that the products and services delivered constitute no hazard to health and safety of any of its employees, customers and local communities.

## **Environment**

UK Mail Group places a duty on all suppliers to ensure that the products and services delivered constitute no environmental risks on any of its employees, site facilities, customers and local communities. UK Mail Group expects that any on-site service provision meets all environmental legislative requirements, including but not limited to the Duty of Care Regulations 1991.

## **Whistle Blowing**

It UK Mail Group's policy to support, protect, and where possible preserve the anonymity, of any of our employees who report apparently questionable and suspicious activity, even if their fears subsequently prove unfounded.