

## **QBS TECHNOLOGY GROUP SUPPLIER GUIDING PRINCIPLES**

FOR A SUSTAINABLE SUPPLY CHAIN

Dear Supplier

**At QBS Technology Group we believe that Sustainability is good for business. We have placed Sustainability, Environment, Society, our people, and you, our supply chain, at the forefront of what we do. We want to “do the right thing”. We are a values-led business.**

**To achieve and maintain this we need your help.**

**We aim to build a sustainable company by driving efficiency, influencing change, strengthening society, and we ask you to join us in these efforts.**

**Ideas and suggestions to lower our environmental impact, improve efficiency and to innovate for greater sustainability are always welcome.**

This Supplier Guiding Principles outlines what we expect from our partners and their sub-tier suppliers regarding compliance with international standards for quality, health, safety, environmental management, human rights and business ethics. In essence this means having a culture of continuous improvement whilst treating people fairly, preserving natural resources, protecting the environment, and engaging with our wider communities for the benefit of all.

We believe that there is a strong link between solid social and environmental performance and efficient, successful business. By working together to improve standards, we will be able to meet the current and future expectations of our customers and investors. You may already exceed these standards. If so, we strongly encourage you to persuade your own suppliers to do the same. If not, we ask you to take these standards on board and work in partnership with us.

**Many thanks,**

**Dave Stevinson**

**Dave Stevinson**  
**Group CEO**

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## **SUPPLIER CODE OF CONDUCT FOR A SUSTAINABLE SUPPLY CHAIN**

### **1.0 INTRODUCTION**

QBS Technology Group aims to do good business by being a good business. This means that QBS Technology Group conducts its business with a responsibility for the impact of its decisions and operations on society and environment by means of transparent and ethical behaviour. We endeavour to do business with suppliers that act in line with this principle.

We have locked sustainability into the framework of considerations regarding all of our procurement and investments and therefore we strive for long-term relationships with our partners, including an active dialogue, and activities in the area of sustainability.

Based on this, QBS Technology Group has drawn up this supplier code. This code functions as a supply chain initiative, and we hope that our suppliers will emulate this within your supply chain with similar expectations.

The Supplier Code supplements other, already existing agreements and contracts between QBS Technology Group and its suppliers, as well as product-related sustainability criteria.

### **2.0 GENERAL REQUIREMENTS**

The standards of this code set forth expectations for our suppliers including their parent, subsidiary or affiliate entities, as well as others with whom they do business including employees and other third parties. We expect suppliers to communicate, educate and verify compliance with this code within their supply base.

QBS Technology Group expects that its suppliers will, upon request, provide them with complete, accurate and understandable information on its products, services and contractual conditions together with any transactional data and additional information as is deemed necessary in a timely manner.

QBS Technology Group reserves the right to verify compliance with this code through internal or external assessments or audits, and in the spirit of continuous improvement, commit to engaging with our suppliers to improve standards where required.

### **3.0 SOCIAL RESPONSIBILITY**

QBS Technology Group expects all its partners to comply with, and preferably exceed, all applicable social legislation and regulations. This also requires a commitment to follow up on new regulations and to comply with the following minimum requirements.

Suppliers shall adhere to the principle of good employment, in which labour conditions and the well-being and development of its employees are guaranteed.

Suppliers shall offer its employees an employment agreement that complies with all applicable laws and regulations. A collective labour agreement must comply with applicable laws and regulations on collectivity.

QBS Technology Group expects its partners to actively support their local communities, through engagement in community activities and the support of social initiatives and enterprise.

Suppliers shall actively encourage employee outreach into the community, through the facilitation of volunteer support and the transfer of knowledge for the benefit of both the community and the employee.

Suppliers shall acknowledge the UN Global Compact that incorporates the values and principles of the Universal Declaration of Human Rights (UDHR) and the International Labour Organization (ILO) Fundamental Principles and Rights at Work.

#### **4.0 ENVIRONMENTAL RESPONSIBILITY**

QBS Technology Group expects all its partners to comply with, and preferably exceed, all applicable environmental laws and regulations. This also requires a commitment to follow up on new regulations and to comply with the following minimum requirements.

Suppliers must show a positive approach towards the relevant environmental issues related to their activities. We ask that you try to make at least one improvement every year. We are happy to provide advice.

Suppliers must show an active approach towards realising sustainable solutions in their products, services and processes, including concerning energy usage, emissions, transport, packaging, efficient use of materials, recycling and reuse.

##### **Eco-driving**

We encourage our suppliers to train their drivers on fuel efficient driving techniques.

Eco-driving is a driving style that reduces fuel bills, cuts carbon emissions and lowers accident rates.

The techniques taught are straightforward and subsidised training is available for all business drivers.

Eco-driving training delivers average fuel savings of 15% on the day of training and up to 6% in the long-term for fleets.

##### **Water use**

We ask that you collect data, report on your water use and set targets to reduce your water consumption and / or improve the quality of your water discharges fit to support aquatic life.

##### **Energy**

We encourage you to use renewable energy where possible. We have a 100% renewable energy contract and are happy to advise.

Preference is given to suppliers with, or working towards achieving a certified environmental management system, either according to BS EN ISO 14001 or the EU Eco-Management Audit Scheme (EMAS), or its own environmental system validated by a recognized scheme e.g. (SEDEX, EcoVadis, Achilles). We can help. Let us know.

##### **Biodiversity**

We encourage our suppliers to be aware of their impact on biodiversity and to make no net harm. We are keen to know about and understand any actions that you are taking.

## **5.0 HEALTH, SAFETY AND WELFARE**

Suppliers must show a positive approach towards the relevant Health, Safety and Welfare issues related to its activities.

Suppliers will provide clear instructions, information and adequate training to ensure their employees are competent to do their work.

Suppliers will engage and consult with their employees on day-to-day health and safety conditions and show an active approach towards achieving ZERO workplace accidents, through the reporting and investigation of accidents, incidents, near misses and the continual improvement of workplace safety.

Suppliers will provide and maintain plant, equipment and machinery to reduce human burden and maintain their workers safety while also ensuring the safe storage/use of substances.

QBS Technology Group expects all its partners to comply with, and preferably exceed, all applicable health and safety legislation and regulations. This also requires a commitment to follow up on new regulations.

Preference is given to suppliers with, or working towards, achieving a certified health and safety management system, either according to OHSAS 18001, BS EN ISO45001 or through its own management system validated by a qualified third party.

### **Hazardous materials, waste and toxins**

All suppliers should identify and make known to QBS Technology Group any material risks of toxins and/or production of hazardous waste. We ask that each supplier sets targets for reducing toxins and hazardous waste.

All chemicals should be accompanied by up to date COSHH data.

## **6.0 ANTI-MODERN SLAVERY & HUMAN TRAFFICKING**

We are not prepared to accept any form of exploitation. Suppliers are required to comply with the Modern Slavery Act (MSA) 2015 or its equivalent in non-UK countries. We ask that you also require your suppliers to comply and that this flows down through all layers of our / your supply chain, prohibiting suppliers and their employees from engaging in slavery or human trafficking.

## **7.0 QUALITY**

Suppliers will have suitable, auditable quality instructions, policies and procedures, and maintain suitable records to ensure that QBS Technology Group requirements are fully and completely satisfied in an effective and efficient manner.

Suppliers will engage with QBS Technology Group in partnership to develop and continually improve processes to provide products and services that exceed our customers' expectations.

We welcome Suppliers to work in collaboration with QBS Technology Group to innovate and develop new technologies, products and services to improve efficiency, reliability, reduce energy, minimise waste and prevent pollution.

QBS Technology Group expects all its partners to comply with, and preferably exceed, all applicable quality related legislation and regulations. This also requires a commitment to follow up on new regulations.

Preference is given to suppliers with, or working towards achieving a certified quality management system, either according to BS EN ISO 9001, or through its own management system validated by a qualified third party.

## 8.0 BUSINESS RESPONSIBILITY

QBS Technology Group prohibits bribery in all of its forms. This prohibition:

- Includes offering, giving, requesting or accepting any bribe, whether in the form of cash or any other advantage, to or from any third party;
- Applies everywhere in the world;
- Applies to all of our employees, managers, agents and representatives: and
- Covers our dealings with all third parties including: public officials or bodies, private individuals, employees of other businesses, agents or any other individual or body performing services on behalf of QBS Technology Group.

Our suppliers should have business continuity and contingency plans to maintain their supply chain capabilities and satisfy QBS Technology Group outstanding requirements in a timely manner in the event of significant or repeated utility interruptions, labour shortages, equipment failure or field returns.

QBS Technology Group expects all its suppliers to comply with, and preferably exceed, all applicable fair trade, competition and fraud and bribery laws and regulations and comply with the QBS Technology Group Code of Business Conduct.

## CONTACT INFORMATION

QBS Technology Group welcomes and encourages dialogue with its stakeholders, so please engage with us to discuss any questions or concerns.

## SOURCES

For information purposes references to the guidelines mentioned in this supply code are shown below:

UN Global Compact

<https://www.unglobalcompact.org/about>

The Universal Declaration of Human Rights

<http://www.un.org/en/documents/udhr/index.shtml>

International Labour Organization (ILO) Fundamental Principles and Rights

<http://www.ilo.org/declaration/lang--en/index.htm>

BS EN ISO 14001

<http://www.iso.org/iso/home/standards/management-standards/iso14000.htm>

EU Eco-Management and Audit Scheme (EMAS)

[http://ec.europa.eu/environment/emas/index\\_en.htm](http://ec.europa.eu/environment/emas/index_en.htm)

SEDEX

<http://www.sedexglobal.com/>

EcoVadis

<http://www.ecovadis.com/>

Achilles

<http://www.achilles.com/en?cont=uk>

OHSAS 18001

<http://www.bsigroup.com/en-US/OHSAS-18001-Occupational-Health-and-Safety/>

BS EN ISO45001

<http://www.bsigroup.com/en-US/OHSAS-18001-Occupational-Health-and-Safety/ISO-45001/>

BS EN ISO 9001

[http://www.iso.org/iso/home/standards/management-standards/iso\\_9000.htm](http://www.iso.org/iso/home/standards/management-standards/iso_9000.htm)

Modern Slavery Act (Section 54) Transparency in Supply Chains

<http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted>