

# **British Gaskets Group Sourcing Policy**

We have developed a responsible sourcing policy which covers two key areas: Business Conduct with suppliers and Supply chain employment policy. We established these guidelines to encourage the awareness, acceptance and application of high levels of integrity in dealing with our suppliers.

## **Responsible Sourcing Policy**

### **Introduction**

We aim to manage all our business dealings with integrity and recognise our responsibilities to all stakeholders for sound ethical standards in our supply chain.

We recognise that we can have a valuable role in the employment and human rights standards of our suppliers and these guidelines are aimed at consolidating, enhancing and improving our performance and impact in this area.

We have developed a number of policies and procedures to ensure responsible sourcing standards are defined and managed.

We will continue to develop policies that reflect latest needs and will work with customers and stakeholders to promote and improve best practice.

Our ethical purchasing principles, policies and standards are contained within the following two key areas:

- Business Conduct with Suppliers
- Supply Chain Employment Policy

Our guidelines are established to encourage the awareness, acceptance and application of high levels of integrity in dealing with our suppliers.

### **a) Business Conduct with Suppliers**

#### **Policy**

We will maintain the highest possible standards of integrity in all our business dealings and relationships.

We will satisfy our responsibilities to our Company and will reject any business practice that might reasonably be deemed improper.

We will avoid any personal business or professional activity that would create a conflict between personal interests and the interest of our company.

We will promote positive supplier relationships through courtesy and impartiality.

We will conduct supply management in accordance with national and international laws, customs and practices.

#### Standards and Guidance for Conduct with Suppliers

- Declaration of Interest
- Annual Conflict of interest declaration by relevant employees
- Protection of confidential information
- Objectivity of decision making
- Reciprocal agreements
- Prohibition on acceptance of significant business gifts and hospitality
- Competition law compliance
- Personal relationships
- National and international laws, customs and practices
- Payment in accordance with agreed terms

#### **b) Supply Chain Employment Policy**

##### **Policy**

We will assess our supply base against British Gaskets's own Employee Welfare and Human Rights policy. Given the diverse nature of our supply base we will risk assess our suppliers and audit those which we identify as being "high risk" either because of the volume of products supplied to us or because of the nature of the source of the product..