# November 2022





# JOHNSON SERVICE GROUP PLC GUIDING PRINCIPLES OF SUPPLIER CONDUCT

### Introduction

Sustainability is a key element of Johnson Service Group's strategy. We aspire to achieve our goals, which are based on the principles of legality, transparency, fairness, trust and cooperation, with the participation of all our stakeholders.

These Guiding Principles of Supplier Conduct ("Code") are aimed at building increasingly closer cooperation in order to strengthen these principles whilst building together a supply chain focussed not only on the quality of products or services, but also on the environment and social and working conditions where the products or services are designed, manufactured and marketed.

Johnson Service Group invites all its suppliers to share and implement the principles expressed in this Code. Suppliers must endeavour to implement the necessary mechanisms to identify, determine and manage risks in all the areas covered by this Code and to comply with all applicable legal requirements.

#### In this Code:

**Supplier** means a company, partnership or individual from whom one or more members of the Johnson Service Group purchase goods and / or services

**Johnson Service Group** means the group of companies, from time to time, of which Johnson Service Group PLC is the ultimate parent undertaking.

Johnson Service Group reserves the right to modify this Code from time to time.

# **Ethics & Business Integrity**

Johnson Service Group has a firm commitment to conducting business with the highest level of integrity. Suppliers must use best endeavours to strictly comply with all legal requirements related to their activities and business environment.

We do not practice nor tolerate any form of corruption, bribery, extortion or embezzlement and, in light of this, suppliers will not offer bribes or other illegal incentives to their own suppliers or the employees of Johnson Service Group. For its part, Johnson Service Group shall never request, directly or indirectly, or accept such illegal incentives or gifts. We reject corruption in all of our business transactions and are fully committed to complying with all applicable anti-corruption laws.

We undertake to formulate contracts and trade agreements with suppliers that are set out in a clear and straightforward manner, comply with applicable regulations and do not include elusive or improper practices.

Suppliers undertake to protect and properly use sensitive and confidential information submitted to them in accordance with contractual terms

#### **Labour Standards**

Suppliers shall not use forced, bonded or compulsory labour and shall not resort to any kind of child labour in their supply chain or business activities, in accordance with applicable anti-slavery and human trafficking laws, statutes, regulations and codes in force from time to time (including, but not limited to, the Modern Slavery Act 2015, the fundamental International Labour Organisation rules and the principles of the United Nations Global Impact).

Suppliers must handle employee employment contracts in a legal and proper manner in observance of the pertinent labour laws. This includes, but is not limited to, compliance with applicable laws and regulations related to maximum working hours, minimum days or rest and minimum levels of wage.

Suppliers must apply appropriate policies and procedures to ensure that there is no inhumane treatment in the employee





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workplace whatsoever and that employees are not subjected to such issues as harassment, bullying or abuse. This includes taking steps to eliminate unlawful discrimination of any kind in respect of employment and occupation.

Suppliers are expected to have an appropriate approach regarding diversity and inclusion, reflecting statutory provisions relating to diversity and equality Law in relation to sex, race, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy, maternity or otherwise. This should include details of approach to monitoring, recruitment, bullying and harassment and training and treating every employee fairly and with dignity.

Johnson Service Group prohibits all practices that constitute discrimination or harassment. Equality of opportunity, respect for diversity and recognition of the talents of every individual in an environment where harassment, abuse or any other form of treatment contrary to respect for human dignity is prohibited should be considered the norm.

# Health, Safety and the Environment

Suppliers will comply with local and national regulations relating to health and safety and the environment, as well as to obtain, keep and update all necessary permits, licences and registrations relating to their products, services and processes.

Suppliers should also protect their employees from work-related hazards, limit workplace health and safety risks and operate in accordance with applicable health and safety laws.

Suppliers are encouraged to adopt systems and/or pursue initiatives that contribute to the preservation of the environment and mitigation of their impact on natural resources.

# **Data Protection and Information Security**

Johnson Service Group requires its suppliers to treat our information assets in the secure manner in which they would treat their own physical and information assets. We require suppliers to implement proper information security and data protection controls to protect the confidentiality, integrity and availability of information.

# **Corruption and Conflicts of Interest**

Suppliers should base decisions on business needs, rather than on the personal interests of employees, the interests of family or friends, or any other reason that creates a conflict which could impact either party's objectivity. In this regard, the supplier should be aware of any personal business relationships that may exist with employees, suppliers or competitors and ensure they never influence their decision making.

## **Unfair Business Practices**

Competition laws ensure that companies compete fairly in the market. Any agreement with competitors that has the purpose or effect of fixing prices, distorting a bidding process, sharing markets or customer information should be prohibited.

## **General Conditions**

Johnson Service Group undertakes to comply with the law in any location where it operates. Similarly, suppliers should endeavour to comply with all laws, regulations, existing contractual agreements, standards and generally accepted technical rules.

Suppliers must use best endeavours to implement the necessary mechanisms to identify, determine and manage risks in all the areas covered by this Code and to comply with all applicable legal requirements.

Furthermore, suppliers are encouraged to continuously improve the suitability, adequacy and effectiveness of their sustainability policies through implementing appropriate measures.

Moreover, suppliers will be expected to maintain appropriate documented information demonstrating the sharing and implementation of the values expressed in this Code.

As part of our ongoing collaboration with key stakeholders, suppliers are able to report violations of this Code, or any other form of unethical behaviour, either by email (sustainability@jsg.com) or via the communication channels found on our websites. In the event Johnson Service Group considers that a supplier does not comply with the letter and spirit of this Code, we reserve the right to undertake an appropriate improvement process together with the supplier.

We will actively audit our supply base covering the key terms in this Code. Suppliers must respond to any further requests for policies and information relating to the Code outlined above.

