



## **Purpose**

Score Group Limited (hereafter referred to as Score or the Company) Supplier Code of Conduct is aligned with the Company's Code of Conduct (hereafter referred to as the Code) and together, guide the manner in which we conduct our business.

The Code exists to safeguard our relationships with business partners, suppliers and manufacturers (hereafter referred to as the 'Supplier') to ensure adherence to our basic expectations of conducting business and to outline our approach to sustainable procurement. This relates to health and safety; equal opportunities and legal requirements; modern slavery; bribery and corruption; corporate social responsibility; accurate records and data protection requirements; alongside our expectations for government, media and investor relations.

These practices are based on well-respected and recognised national, international and industry standards, to ensure that everyone we engage with, from our employees, to those working on our behalf, act ethically and with integrity at all times.

## **Scope**

As an approved centre for multiple manufacturers, compliance with these standards is an expectation of doing business with Score: regardless of provision. The Code defines the non-negotiable minimum standards that we ask the Supplier to respect and comply with.

The standards of this Code are in addition to, and not in lieu of, the provisions of any legal agreement or contract between the Supplier and Score.

The following seven categories encompass the Code.

1. Health and safety
2. Equal opportunities and legal requirements
3. Modern slavery
4. Corporate social responsibility
5. Accurate records and data protection
6. Government, media and investor relations
7. Compliance declaration

### **1. Health and safety**

Score is committed to the prevention of injury and the provision of a safe working environment; in all its workplaces and operations.

The Company rigorously adheres to all applicable safety legislation, regulations and other requirements which impose statutory duties on the organisation and individual Company members.

Score is committed to maintaining and improving its work environment so that it is safe for all employees and visitors and expects this as a minimum from its Supplier. This includes compliance with all relevant local and national health and safety laws and regulations, a health and safety policy, certification and/or commitment to a recognised standard.

In pursuit of this approach, the Company operates in compliance with the requirements of ISO 45001:2018; whilst continually improving on its management of safety performance.



## **2. Equal opportunities and legal requirements**

At Score, we are committed to promoting diversity and inclusion throughout our organisation and remain committed to developing an open-minded, global culture.

### **EQUAL OPPORTUNITIES**

Score respects all legislation relating to equal employment opportunity in all the jurisdictions in which it operates in and particularly the laws that are directly relevant to specific or local business practices in these territories. As a UK-headquartered company, Score Group adheres to The Equality Act 2010 and all attendant regulations and amendments which impose a statutory duty on employers and company members.

To enable these statutory duties to be carried out, the Company ensures that responsibility for equal opportunity matters is properly assigned, accepted and fulfilled at all levels. We endeavour to take all practical steps to ensure equal opportunities for all employees and prospective employees.

The Supplier is expected to show a commitment to promoting a culture of opportunity for all, encompassing diversity and inclusion throughout their organisation. It is also expected that the Supplier's organisation will have a framework in place for people development in terms of career support to learn, upskill and develop.

### **RECRUITMENT**

Score promotes employee welfare and protects workers' rights, believing that this has a positive impact on colleagues' wellness, productivity and business success as a whole.

Score operates internal employment practices in accordance with the legal requirements for employee protection. Score welcomes applications from all and appoints based on merit.

### **COMPLIANCE WITH LAW**

Score ensures that all its business activities comply with all applicable laws and regulations in the countries and jurisdictions in which they operate: we expect the same from the Supplier. This Code applies to all activities relating to the Supplier's business interests, in locations where the Supplier's goods are produced, where any related services are performed and where the goods enter the supply chain.

## **3. Modern Slavery**

Score has a zero-tolerance approach to modern slavery and is committed to acting ethically and with integrity in all our business dealings and relationships. The Company has also implemented effective systems and controls to ensure modern slavery does not take place anywhere in the Company or across our supply chain.

Score is committed to ensuring transparency across its Company and in the approach to tackling slavery throughout the supply chain; consistent with disclosure obligations under the Modern Slavery Act of 2015. Score expects the same high standards from all contractors, suppliers and other business partners and as part of the Company's contracting process, specific prohibitions will be included against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children. The Company expects the Supplier to hold their own supply chain to the same high standards.



## **CHILD/FORCED LABOUR**

Score does not support, or engage, in forced labour in any way. The Company and its Suppliers shall employ all employees under their own free will with no one being subjected to bonded or forced labour. This policy applies to not only Supplier's business operations but also those of their supplier network with which the Company conducts its business. Score does not support trafficking of people for any purpose.

The Company and its suppliers shall not employ any people under the minimum legal working age of the country in which they work. Score is committed to ensuring children are not exploited by its operations in any sense.

For more information, please see our [Modern Slavery Policy](#).

## **4. Corporate Social Responsibility**

The Company understands that corporate social responsibility extends to our entire supply chain. This encompasses not only the products and services supplied, but also the human rights, ethics and social practices of our Company and its suppliers.

Score encourages and supports community initiatives in the territories it operates in. This includes supporting local business and talent where appropriate, for example; sourcing products and services and the employment of indigenous people.

## **ANTI BRIBERY AND CORRUPTION (ABC)**

Score respects all legislation relating to the countering of bribery and corruption in all the jurisdictions in which it operates in and particularly the laws that are directly relevant to specific or local business practices in these territories. The Company operates in adherence to the UK Bribery Act 2010 and the US Foreign Corrupt Practices Act. As a minimum, Score expects its suppliers to align with these acts.

Bribery and corruption damages businesses and the communities. Anti-corruption laws are complex and the consequences of violating them are severe. Score does not make facilitation payments and will not accept 'kickbacks' of any kind, whether to or from government officials, private businesses or individuals.

## **CONFLICT OF INTEREST**

It is important for the Supplier to disclose, in advance any relationship with a Score director, officer, employee or person working with the Company that represents or might appear to represent a conflict of interest. This is to ensure that the Company's business practices remain open and transparent and as far as reasonably practicable, outwith any direct conflict of interest.

## **GIFTS AND HOSPITALITY**

The Company is committed to winning business on the merits of its products, services and people. Score complies with all legal requirements for the giving and receiving of gifts and entertainment. In line with the Company's stance on bribery and corruption, gifts and hospitality should not be offered, nor will be accepted, as part of any business transaction.

Score employees may accept occasional unsolicited personal gifts, of nominal value, such as promotional items and may provide the same to customers and business partners.



## **SOURCING OF MATERIALS**

The Supplier must comply with applicable laws and regulations regarding conflict minerals which include tin, tungsten, tantalum and gold. Additionally, the Supplier is expected to have a policy in place to reasonably assure that the tin, tungsten, tantalum and gold which may be contained in the products they manufacture, do not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses.

The Supplier should exercise, as may be directed by law, due diligence on the source and chain of custody of these minerals and be able to provide evidence of source, should this be requested by Score.

## **RESPONSIBLE ENVIRONMENTAL IMPACT**

Score is committed to continual improvement of our environmental management system; continual enhancement of our environmental performance; the protection of the environment; the prevention of pollution and to comply with all applicable environmental legislation, regulations and other requirements that impose duties on the organisation and individual Company members.

The Company and its suppliers shall produce measurable environmental impact reports and conduct ongoing efforts to reduce environmental pollution while increasing sustainability.

## **WHISTLEBLOWING/ETHICS**

The Company encourages all employees to ask questions and raise issues without fear of retaliation and is committed to treating reports seriously and investigating them thoroughly. Employees must report suspected unethical, illegal, or suspicious behaviour immediately.

The Company does not tolerate retaliation against anyone who makes a good faith report of suspected misconduct or otherwise assists with an investigation or audit.

## **5. Accurate records, security and data protection**

The Supplier is expected to create accurate records and not alter any record entry to conceal or misrepresent the underlying transaction represented by it. All records, regardless of format, made or received as evidence of a business transaction with Score Group must fully and accurately represent the transaction or event being documented.

## **SECURITY**

Score operates a robust set of policies to ensure compliance with international standard ISO 27001. This includes an Access Management and Security Policy which sets out a clear direction for Score Group to maintain appropriate access and authentication controls for its information system assets and also physical security.

As a minimum the Supplier must:

- Have robust controls on data access and authentication
- Have robust physical security to protect critical data and equipment
- Have business continuity plans in place covering crisis and incident management, resilience, backups and disaster recovery
- Immediately inform Score of any cyber security or suspected information security incidents that have an impact on Score



## **DATA PROTECTION**

Score processes and holds significant amounts of sensitive business and personal data, from information on employees, workers, suppliers, contractors and clients and the Company has a data protection policy in place.

Score expects the Supplier to comply with all such laws. At a minimum, the Supplier and any associated contractors, must comply with all relevant local and national laws relating to the privacy and security of personal data, including the European Union General Data Protection Regulation (EU GDPR) and the UK General Data Protection Regulation (UK GDPR).

The Supplier is also expected to preserve the confidentiality, integrity and availability of all Score data held and have a backup policy in place, to mitigate the possible loss or corruption of any Score-held data and interruption to your service to us.

For more information, please review our [Data Protection Policy](#).

## **6. Government, Media And Investor Relations**

The Supplier shall not instigate any form of publicity or make any statement or submission to investors, the media or government referring to Score, or any of its subsidiaries, without first obtaining prior written permission from the Company.

The exception to this is where information has been requested by a government body or requested for legal reasons.

The Supplier must submit any such request to Score Group Marketing and Communications ([marketing@score-group.com](mailto:marketing@score-group.com)) for authorisation.



## 8. Compliance declaration

We, the Supplier as undersigned, hereby confirm that:

We have received and taken due note of the contents of the Supplier Code of Conduct;

We are aware of all relevant laws and regulations of the countries in which our Company operates:

- We will report to Score any case of violations of the Code
- We will comply with the Score Code of Conduct requirements based on a development-oriented approach and without amendment or abrogation
- We have not breached any ABC laws within the last 12 months (in accordance with Score's Standard Terms and Conditions)
- We will inform all of our workers and subcontractors of the content of the Score Group Limited Supply Chain Code

Company name:

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Individual name and title:

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Signature:

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Date and place:

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