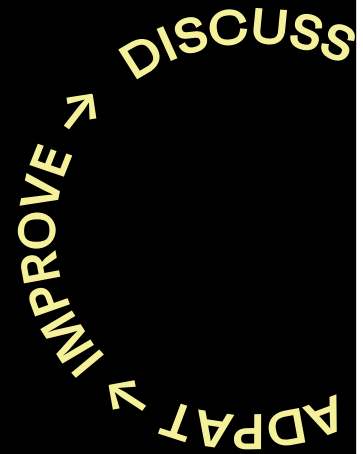
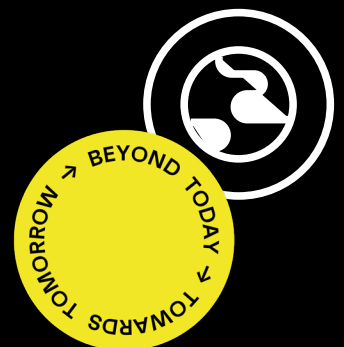


**BEYONDLY**



# **PRN Supplier Code of Conduct**

*Better solutions for a brighter tomorrow*



[www.beyond.ly](http://www.beyond.ly)

## Purpose

The code of conduct detailed within this document outlines the minimum requirements Beyondly expect, not only as purchasers of PRNs, but as a key stakeholder in the UK recycling system in general.

We expect our approved PRN suppliers to meet and exceed industry standards and also to enforce and maintain their own codes of practice and quality management systems.

The term 'PRN supplier' means a supplier to Beyondly of Packaging Recovery Notes (PRNs) issued by a Reprocessor or Exporter, accredited by one of the following parties, henceforth referred to as the 'regulatory body(s)'; Environment Agency (EA), Northern Ireland Environment Agency (NIEA), Scottish Environmental Protection Agency (SEPA) or Natural Resources Wales (NRW).

## PRN Production Standards

All PRN evidence supplied to Beyondly by an approved supplier must have been generated lawfully and within the standards and expectations required by and reported to the regulatory body during the annual accreditation process. The evidence supplied must be in line with the full business plan, including the sampling and inspection plan and recording systems and information checks.

The number of PRNs sold and subsequently raised as evidence must always equate to:

- Actual physical packaging waste which has been recycled in the UK, or exported for recycling in conjunction with waste recording onto the National Packaging Waste Database (NPWD) system.
- UK packaging waste, sourced in the UK for reprocessing within the UK or to be exported for reprocessing processes overseas.
- UK packaging waste which is recycled (in the UK or overseas) until it can meet an end of waste test, and then be classed as usable product.
- (In the case of exports) Packaging waste exported to an OECD country or if not OECD, overseas standards must have been assessed and defined as 'broadly equivalent'. Beyondly expects its approved PRN suppliers to regularly audit foreign reprocessing facilities and to demand all relevant paperwork for inspection and to keep on record.
- (In the case of UK reprocessing) Packaging waste safely reprocessed within the UK, using an approved standard recovery practice as outlined and agreed during the accreditation process with the regulatory body.
- Packaging waste weighed on regularly calibrated weighbridges, of which calibration certificates are also retained.



If a Beyondly approved PRN supplier is ever to have its accreditation cancelled or suspended by the regulatory body, this must be reported to Beyondly immediately.

All revenue generated through the sale of PRNs to Beyondly, must be invested into the UK recycling system, in accordance with the annual accreditation with the regulatory body. Investment should occur in one of the following streams: 'infrastructure and capacity', 'funding collection', 'reduction in price and developing new markets', 'cost of complying with the regulations', 'retained for future investments' and/or 'developing new communication strategies'. Reporting of the investments should be completed as a minimum to the regulatory body on an annual basis, however, Beyondly would also welcome reporting of its own revenue spend and how this has helped the UK packaging recycling sector.

Should Beyondly ever have further questions regarding the origin, processes and practices in place regarding the tonnage it has purchased, this information must be supplied along with any supporting evidence or documentation in timely manner.

### **PRN Trading Standards**

Whenever trading PRNs with an approved supplier, Beyondly will always enter any agreement in good faith and expect the PRN supplier to share the same intentions.

Beyondly are very flexible and will procure PRN evidence in various ways in agreement with our suppliers, such as: contracted tonnage or preagreements, forward trades or spot trades, each of which may have their own individual stipulations, which will be outlined at the time of trade. However, the mechanics of most PRN transactions are likely to remain similar, (depending on suppliers' preferences):

- Once an agreement of tonnage, price, delivery and payment are reached, Beyondly will advise our end user details that the PRN evidence should be raised to.
- Beyondly will raise a Purchase Order (PO) for the agreed tonnes at the agreed price.
- Once the PO is received, Beyondly will require the supplier invoice as well as the 'awaiting authorisation' document generated once the PRNs are entered by the supplier on the NPWD.
- Only when both documents are received and verified, can Beyondly complete payment. Payment terms will be stipulated during agreement of the trade, however, Beyondly can arrange same day (CHAPS), immediate (BACS), or payment can be scheduled for a future date if both parties agree. Please note that same day payment can only be provided if both required documents are received before the bank's deadline (typically 16:00 weekdays). If not, then payment will likely be received the following working day.
- For all payments, if the supplier desires, they can request remittance of the executed payment.
- Once payment is received and the supplier is content the funds have reached their account, the PRN(s) should then be made available to accept on the NPWD website at the earliest opportunity.

Upon completion of these steps, the trade is then complete and Beyondly will accept these PRNs at our discretion, as long as this falls before the close of the compliance year.

If any tonnage is raised in error or incorrectly, then both parties need to agree on any amendments before the tonnage is rejected by Beyondly in the NPWD. If agreed, this tonnage can then subsequently be re-raised for acceptance.

If any PRNs issued to Beyondly are found to be fraudulent or invalid by Beyondly itself or the regulatory body, then all of this tonnage must be replaced with valid tonnage at the expense of the supplier within 14 days, or as otherwise agreed in writing and no later than the close of the compliance year. Alternatively, if agreed by both parties, the supplier can reimburse Beyondly for the full tonnage, but at an agreed current market rate if this has since changed from the original trade.



### **Business Ethics**

Beyondly will never tolerate any form of bribery, corruption or anti-competitive behaviour, including where relating to PRN trading. Please request our anti-bribery policy for more details. Beyondly expect all our suppliers to fully comply with relevant legislation such as (but not exclusive to):

- Employment Rights Act 1996
- Working Time Regulations 1998
- Equality Act 2010
- Health and Safety at Work Act 1974
- Modern Slavery Act 2015

Our approved suppliers are expected to upkeep quality, auditable records at all times and to be able to supply these (redacted if necessary) if ever required by Beyondly in a timely manner.

Approved suppliers must take all steps to ensure any business and/or confidential information discussed as part of any PRN trade is not communicated with any third party, including other producer compliance schemes, news outlets or market trading platforms.

Suppliers are also expected to never directly or indirectly take any illegal action in order to influence the PRN market or PRN prices trading in the market.

All PRN deals are entered into in good faith and Beyondly expect the same outlook from suppliers.

