

# BEYONDLY

## WEEE Evidence Supplier Code of Conduct

### Purpose

This code of conduct not only outlines the minimum requirements essential to working with Beyondly, but also the requirements as a key stakeholder in the wider UK recycling system and industry.

We have a very thorough approved supplier and monitoring process, and we work with suppliers to lead, inspire and educate, to ensure our suppliers are meeting and exceeding industry standards, and empower them to enforce and maintain their own codes of practice and quality management systems.

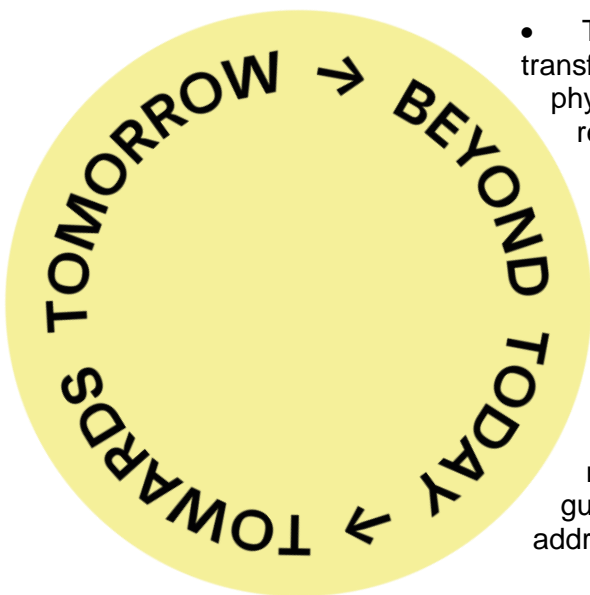
The term 'WEEE Evidence Supplier' refers to suppliers of Beyondly who issue Household or Non-Household WEEE evidence.

WEEE Evidence is issued by accredited AATF's, 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).

### WEEE Evidence Standards

All WEEE 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. This should include, but is not limited to, the following:

- The number of tonnes of WEEE evidence raised and transferred as evidence must always equate to the actual physical electrical and electronic waste which has been received into the AATF accredited site for processing.
  - WEEE must be weighed on regularly calibrated weighbridges/scales, of which calibration certificates are also retained, if reported as 'actual' weights. Alternatively, government approved protocols can be used.
  - The Waste Transfer Note or Hazardous Waste Consignment Note associated with WEEE Evidence transferred to be Beyondly must be made available to Beyondly when requested. The note must include all required information as specified on the Government guidance. This includes, but is not limited to, the transfer address, SIC code, EWC codes and all relevant signatures. Full



guidance can be found here:

<https://www.gov.uk/guidance/hazardous-waste-consignment-note-supplementary-guidance>

- All WEEE handled at AATF accredited sites, including tonnages subsequently transferred as WEEE evidence to Beyondly, should be processed in line with DEFRA's waste duty of care code of practice, and steps will be taken by the supplier to ensure they are up to date with any legislative changes which may impact working practices and evidence legitimacy. Current guidance can be found here: <https://www.gov.uk/government/publications/waste-duty-of-care-code-of-practice>
- And if you are planning on re-using any WEEE we would expect you to be adhering to PAS141, and if you are handling cat 12 adhering to BATTRT.

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

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

### **WEEE Evidence Trading Standards**

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

Beyondly are very flexible and will procure WEEE evidence in various ways in agreement with our suppliers. Note that a written agreement (by email as a minimum) must be in place between the AATF and the PCS (producer compliance scheme) ahead of the AATF taking receipt of the WEEE to document that the WEEE received has been handled on 'behalf of the PCS'. Beyondly will not accept WEEE Evidence raised on WEEE received into an AATF site ahead of the date a written agreement was established, as per the requirements of the regulations.

The mechanics of most transactions are likely to be similar, as below (depending on suppliers' preferences):

- Once an agreement of estimated tonnages, price per tonne, delivery and payment are reached, Beyondly will raise a Purchase Order (PO) for the agreed tonnes at the agreed price. Agreements are usually based on a full compliance year, stipulating quarterly transfers of available evidence.
- Beyondly will require the supplier invoice as well as the 'draft' evidence note in the month following the end of each compliance quarter, usually ahead of the 20<sup>th</sup> of the month to allow time for checks and payment ahead of quarterly returns.
- Once payment is made, Beyondly will expect prompt submission of the Evidence on WEEE Online.
- Following Q2, review of the estimated tonnages will be required, with more accurate estimations for the second half of the year



agreed between both parties. The original PO will be updated to reflect any changes in the tonnages.

Payment terms will be stipulated during the agreement of the trade, however, Beyondly can arrange immediate payment to appear in your account, either the same day or within 3 working days.

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.
- Any particular trade will be considered completed only when WEEE Evidence is available to approve on WEEE Online, payment has been completed and when the supplier is content funds have reached their account.

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 on WEEE Online. If agreed, this tonnage can then subsequently be re-raised for approval.

If any WEEE Evidence issued to Beyondly is 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 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. 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 1988
- Equality Act 2010
- Health and Safety at Work Act 1974
- Modern Slavery Act 2015

Our approved suppliers are expected to maintain 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 WEEE Evidence transfer is not communicated with any third party, including other producer compliance schemes, news outlets or market trading platforms.

All WEEE Evidence trade agreements are entered into in good faith and Beyondly expect the same outlook from suppliers.

