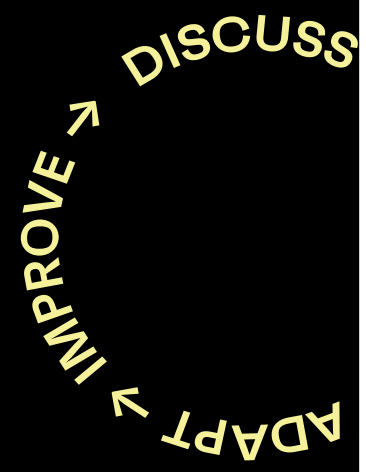


**BEYONDLY**



# Supplier Code of Conduct

Better solutions for a brighter tomorrow



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

## Overview

At the heart of Beyondly is our planet. We strive to preserve and protect our home not just for today, but also for tomorrow.

We are a B Corp environmental consultancy and compliance scheme, sharing our knowledge with businesses to help them become more confident about their environmental choices; from compliance obligations, contributing to a circular economy, and going beyond net zero.

Our vision is a better, fairer, sustainable world for all. Our purpose is to lead, inspire and educate to positively impact society and the environment. To stay true to that purpose, we will continue to enhance the way we engage with our suppliers and promote the continual improvement of the way we, and our suppliers, address and manage issues which impact the environment and society. The expectations within the enclosed document ensure that global legislative requirements are met and exceeded, but also reflect the increasing expectations of our customers and wider society.

Beyondly highly values its supplier relationships and is committed to working with, and supporting, our suppliers to achieve mutual aspirations. Our company values of trust, respect, commitment, passion and innovation are at the core of our operations. A supplier's performance and adherence to high business standards is an important and integral part of the value chain for Beyondly.

In addition to our [quality policy](#), this Supplier Code of Conduct outlines the minimum standards of business conduct that we expect from all of our suppliers.

### To Whom does this code of conduct apply

Beyondly operates in accordance with high ethical and environmental standards. We expect all suppliers to commit to the standards outlined in this code of conduct, and to source goods and services in accordance with the same standards.



## Environmental Protection

Environmental protection shall be managed effectively through well maintained processes and procedures. Incorporating performance monitoring and continuous improvement in line with the Plan-Do- Check- Act principles. Preferably through the use of an Environmental Management system compliant with ISO 14001. The following areas should be considered and where relevant managed:

**Waste:** promote reduction, reuse and recycling, including closed loop systems

**Raw materials:** minimising raw material use through efficiency and sourcing sustainably

**Water:** reduce and minimise water use, source water responsibility

**Pollution:** prevent and minimise all forms of pollution including waste, water, soil, thermal and noise

**Emissions:** monitor, control and minimise emissions to air, including Green House Gas emissions

**Energy:** increase energy efficiency and seek reductions in energy use, maximise use of green energy

**Biodiversity:** minimise the impact of operations and supply chain on biodiversity. Not knowingly cause, or risk causing, irreparable eco-system damage

We encourage all of our suppliers to adopt similar environmental best practices to us; in line with our ISO14001 environmental management system, we are also required to communicate our significant environmental aspects to our suppliers. We have identified these to be as follows:

- Hazardous Waste Disposal: We store, record and dispose of waste through approved processors of hazardous waste.
- Disposal of waste: we segregate and record waste in the following categories; general waste, mixed paper and card, mixed metals, glass and plastics.
- Use of electricity: Emissions from production of electricity in power plants - What we do: we monitor and set targets on our electricity consumption in our PAS 2060 carbon footprint report.
- Office Maintenance: We attempt to avoid pollution or release of chemicals through implementing our environmental policy and using environmentally friendly products where possible.
- Consultancy and auditing: Emissions from travelling to the site of a member - What we do: Ensure travel by train if feasible, minimise the number of onsite audits.
- Compliance services – Beyondly ensure that all re-processors and AATFs are approved by the Environment Agency for all Packaging, WEEE and Batteries services. In doing so we make sure members remain compliant with environmental legislation and minimise the risk of environmental degradation. All other areas of consultancy are completed to the standards outlined in the relevant legislation.

## Human Rights and Labour Standards

Beyondly aligns with the 10 Principles of the [UN Global Compact](#).

Suppliers must adhere to all relevant employment legislation in the jurisdiction in which they operate. Including but not exclusive to:

- Modern Slavery Act 2015 (UK)
- Employment Rights Act 1996 (UK)
- Working Time Regulations 1998 (UK)
- Equality Act 2010 (UK)

We support the principles enshrined in the International Bill of Rights and the ILO Declaration on Fundamental Principles and Rights at Work. As a minimum, employment must be in line with the [Ethical Trading Initiative Base code](#):

- 1. Employment is freely chosen:** there is no forced labour and workers are not required to lodge deposits or identity papers and are free to leave their employer after reasonable notice.
- 2. Freedom of Association and the right to collective bargaining are respected:** workers have the right to join or form trade unions and workers representatives are not discriminated against.
- 3. Working conditions are safe and hygienic:** this should be led by senior management representatives, adequate steps must be taken to prevent accidents and injury to health, inherent work hazards must be minimised, appropriate health and safety training must be given and recorded, clean toilets and drinking water provided, accommodation where provided shall be clean and safe.
- 4. Child labour shall not be used:** there shall be no recruitment of children (under 15 unless local law stipulates a higher age for work or mandatory schooling in which case the higher age shall apply) and children and persons under 18 shall not be employed at night or in hazardous conditions.
- 5. Living wages are paid:** wages and benefits paid for a standard working week must meet minimum national legal standards or industry benchmark standards whichever is higher, workers must be provided with regular written information regarding pay each time a worker is paid, deductions from wages as a disciplinary measure shall not be permitted without the express permission of the worker.
- 6. Working hours are not excessive:** working hours must comply with national law or industry benchmarks standards whichever gives greater protection, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off in every 7 on average, overtime shall be voluntary.
- 7. No discrimination is practised:** there shall be no discrimination in hiring, compensation, access to training, promotion or termination of employment based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation or those categories protected by local law. Job candidates and employees are expected to be evaluated based on their ability to perform the job.



## Integrity, ethics and anti-corruption

Suppliers must not engage in any illegal or unethical behaviour. Suppliers should uphold standards of fair business practices whilst endeavouring to maintain its own confidential process to enable employees to report incidents of unethical behaviour.

Suppliers must not make bribes nor accept them, nor induce or permit any other party to make or receive bribes on its behalf nor cause other parties. To not violate any applicable anti-corruption or antibribery laws when working on behalf of or with Beyondly and shall use reasonable practices to prevent bribery in all forms and shall support efforts to fight corruption. Supplier shall not engage in or assist any third party with any money laundering, terrorist financing or other financial crime activities (including tax evasion) in conjunction with the UK Bribery Act 2010 and UK Criminal Finances Act 2017.

Sanctions: Sanctions are restrictions and prohibitions applied by one or more countries against another state. There must be no breach of any international sanctions.

Suppliers must not offer, accept, or solicit any gifts, entertainment, or hospitality whereby there is reason to believe, or a reasonable and informed third party would likely conclude, that there may be intent to improperly influence decisions or impair objectivity related to its business dealings

We expect suppliers to be compliant with mandatory data protection legislation Including but not exclusive to: The General Data Protection Regulations (GDPR) and the updated Data Protection Act 2018. Furthermore we also require our suppliers to be familiar with and undertake a similar approach to the actions outlined in our G-1 Data Protection GDPR Policy.

Beyondly expects suppliers to carry out up to date cyber security practises to reduce any potential for fraudulent activity or Cyber Crimes including but not limited too:

- Installing Multi-factor authentication wherever possible and as a minimum on emails and cloud-based systems that contain customer & supplier data
- Providing cyber security training for employees
- Providing guidance on passwords and password strength
- Have a policy in place for identifying any potential breach to customers and suppliers in a timely manner

### Breaches of this Code of Conduct

We may terminate our relationship with Business Partners and Third Parties and organisations working on our behalf, if they breach this policy or any related legislation. You must raise concerns about any issue or suspicion of non-compliance with this Supplier Code of Conduct immediately to our Operations Manager, Emily Rice on [emily.r@beyond.ly](mailto:emily.r@beyond.ly).

### Seeking Guidance

If you have any questions in relation to this policy or require guidance on whether a proposed course of action may be in breach of it, contact our Operations Manager, Emily Rice on [emily.r@beyond.ly](mailto:emily.r@beyond.ly).

