



# **Suppliers code of conduct**

**Toward sustainable  
procurement**



# Suppliers Code of Conduct

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## Foreword

We believe sustainability is a road rather than a destination. Together, we partner with our stakeholders for making this journey beneficial to all with positive impacts on our environment, community, and stakeholders.

Moving towards more sustainable business requires us to work together with our suppliers to commit to more sustainable business practices. We aim to develop strategies that involve all our stakeholders to be engaged each at their level. For this, we expect our suppliers to show same commitment to be engaged with our transition towards more sustainable practices.

Premium Partners work with suppliers from different countries, where possible we encourage local businesses in countries we have physical presence in, this is both to encourage local businesses, which is a positive impact on the community, and to lessen the impact on the environment by cutting down on fuel emissions.

By writing this conduct, we are defining our sustainable strategy and involving our suppliers in the actions towards a more sustainable world.

We understand these steps might not be easy on all suppliers as each faces challenges at different levels, but we are aware that while working together, these steps will be more attainable and value will be created to all.



## Introduction

Premium Partners group work at the level of its Code of Ethics and Business Standards (CoBE) that requires all employees to adhere to. This suppliers code of conduct is defined from the same spirit and it shares our expectations and commitments that we look for in our partners.

This document supports our commitment to respect human rights and international standards including the UN guiding principles on businesses and human rights as well as labor rights.

We expect our suppliers to:

- Support and respect the protection of human rights as it is important to make sure they are not involved in any abuses in their operations and seek to eliminate all forms of forced labor.
- Promote equality and elimination of discrimination in regards to employment
- Take responsibility for all environmental impacts of the business
- Adhere to ethical business practices, including anti-corruption measures, whistle-blower mechanisms and responsible marketing.
- Extend this responsibility to their supply chain, and ensure these principles are upheld by their suppliers, partners, distributors and other third parties.
- Embrace transparency and report on the company's progress across corporate social responsibility topics

## Scope and Application

All suppliers are expected to meet the requirements of this Code in order to supply goods or services to Premium Partners. This requirement is incorporated into our contractual arrangements with suppliers, and we expect our suppliers to take steps to ensure that all their employees and contractors, suppliers, agents, sub-contractors and other relevant third parties understand and adhere to the requirements of this Code, including maintaining adequate policies, procedures, due diligence, training and support.

## Compliance

We aim to build long term partnership with our suppliers that is built on continuous improvements, for this, we expect our supplies to join in in the process, initially through their commitment, and over time, through working together to achieve adherence with the requirements of this code.

In the event of non-compliance with any of the requirements of this code, Premium Partners reserves the right to ask the supplier to demonstrate materials progress towards compliance and to bring itself to full compliance within a defined period of time.





## Contacting Premium Partners

In case of any information that suppliers need to report to Premium Partners, they can refer to the usual company's contact or through email to [info@premium-partners.com](mailto:info@premium-partners.com)

### 1. Compliance with laws

We expect our suppliers to comply with all relevant laws, codes and regulations, and to act in an ethical manner.

We expect our suppliers to comply with all applicable laws and regulations wherever they operate, and to promptly notify Premium Partners of any significant criminal or civil legal actions brought against them.

### 2. Human Rights

We are committed to applying the UN Guiding Principles on Business and Human Rights and, by extension, respecting human rights in our own operations and our supply chain.

As such, we expect our suppliers to conduct their operations in a way that respects the fundamental human rights of others, as affirmed by the Universal Declaration of Human Rights. This includes (but not limited to) their own workers and people working for their suppliers.

Suppliers should seek to identify potential and actual adverse human rights impacts related to their activities and business relationships. They should take appropriate steps to ensure their operations do not contribute to human rights abuses and to remedy any adverse impacts directly caused, or contributed to their activities or business relationships.

For their own employees and contractors, we expect suppliers to:

- Provide equal opportunities to, and fair treatment of, all workers.
- Work to eliminate any form of harassment and bullying within the workplace, whether it is of a sexual, verbal, non-verbal or physical nature.
- Provide a safe working environment, adopt procedures to identify and address workplace health and safety risks, implement safe working



- practices and provide (where relevant) appropriate personal protective equipment to prevent occupational injuries or illnesses.
- Provide fair wages and benefits, which comply at least with applicable minimum wage legislation and other applicable wage and working time laws or collective bargaining agreements.
- Ensure operations are free from child labor.

- Ensure operations are free from exploitation of labor. Specifically, ensuring their operations are free from slavery, servitude and forced, compulsory, bonded, involuntary, trafficked or unlawful migrant labors.
- Ensure the right to freedom of association. Specifically, ensuring all workers are able (subject to applicable laws) to exercise their right to freedom of association and collective bargaining, including the right to be represented by recognized trade unions.

### 3. Environmental sustainability

We are committed to pursuing best practices in environmental management and reducing our impacts on the natural environment both in our own operations and in our wider supply chain.

As such, we expect suppliers to:

Identify, understand and actively work towards minimizing their impacts on the environment. Where relevant, these include (but are not limited to) impacts relating to their emissions to air, water and land, use of materials, natural resource consumption and waste management practices; Where feasible, manage, monitor and (where requested) provide available information to Premium Partners relating to their environmental performance.

We expect our suppliers to integrate environmental considerations into their product design and/or provision of services and provide Premium Partners (where requested) with reasonable assistance as we seek to reduce the environmental impacts of our products and services.

### 4. Business integrity

#### Conflicts of interest

Suppliers are required to avoid conflicts of interest in their business dealings and to operate with full transparency with respect to any circumstances where a conflict does, or may, arise.

As such, suppliers must:

- Avoid situations where their personal and/or commercial interests, or the interests of their officers or employees may, or may appear to, conflict with the interests of Premium Partners



- Disclose to Premium Partners if any of our employee may have any interest of any kind in their business or any economic ties with them.
- Inform Premium Partners of any situation that is, or may be seen as, an actual or potential conflict of interest as soon as the conflict arises, and to disclose how it is being managed

These provisions are not intended to prevent suppliers dealing with Premium Partners competitors where it is legitimate and appropriate for them to do so.

### Bribery and corruption

It is unacceptable for any supplier (or their employees and agents) to be involved or implicated in corrupt practices.

As such, suppliers must never offer, promise or give any gift, payment or other benefit to any person (directly or indirectly), or to induce or reward improper conduct or illegitimately influence any decision by any person to their or to Premium Partners' advantage;

Suppliers are expected to reject to receive any gift, payment or other advantage from any person (directly or indirectly) as a reward or inducement for improper conduct or which influences, or gives the impression that it is intended to influence, decisions of Premium Partners.

Suppliers are required to maintain effective controls to ensure that improper payments are not offered, made, solicited or received by third parties performing services for or on their or Premium Partners' behalf.

### Gifts and entertainment

Offering and accepting business entertainment or gifts is perfectly acceptable when what is given

is reasonable and appropriate as well as lawful. However, suppliers must not offer or accept business entertainment where to do so would constitute, or would be perceived as constituting, corrupt activity. Suppliers must not, directly or indirectly, seek to influence a public official on our behalf by providing any entertainment or gift (or other personal advantage) to them or any person.

### Sanctions

Suppliers should ensure they conduct their business in compliance with all lawful international sanctions regimes, and that they do not engage with any sanctioned parties.

As such, suppliers must be aware of, and fully comply with all lawful sanctions regimes affecting their business; and Implement effective internal controls to minimize the risk of breaching sanctions.

### Whistleblower Protection

Suppliers shall ensure that their employees have process to report workplace misconducts in a confidential manner. Suppliers shall prohibit retaliation against workers who report work place offences in good faith.



## Fair trade

Suppliers shall not engage in collusive bidding, price discrimination, anti-competitive or any other unfair trade practices.

## Protection of Intellectual Property

Suppliers must respect intellectual property rights and safeguard customer and business partner information. Any transfer of technology and know-how must be done in a manner that protects intellectual property rights.

## 5. Reporting concerns

Suppliers are expected to support the identification, investigation, addressing and reporting of suspected or actual breaches of the requirements of this Code and take appropriate action to avoid any potential breaches taking place, and/or minimize the impact of, and stop, any actual breaches. We expect our suppliers to report any suspected or actual breaches of the requirements of this Code to Premium Partners as soon as they become aware of them via the contact details.

## 6. Compliance monitoring

We reserve the right to verify new and existing suppliers' compliance with the requirements of this Code through internal and/or external assessment. As such we expect our suppliers to provide all reasonable cooperation with any verification activity linked to this Code including ensuring relevant documentation this is not withstanding legitimate restrictions applicable to commercially sensitive and/or confidential information – in such cases, suppliers should work with Premium Partners to try to identify mutually acceptable mechanisms for its safe and legitimate disclosure.