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# Ethical Sourcing Statement

The Responsible and Ethical Sourcing Policy of Well Associates Ltd sets out the minimum responsibilities and expected standards required within the organisation as well as ethical sourcing standards for all third-party providers of goods and services.

The employment and procurement practices operated by the business within WELL Associates Ltd ensure that we are rightly views as an excellent and supportive employer and to the extent that our organisation operates as a purchaser of goods and services, we expect a high level of ethical conduct from those businesses with which we do business within our supply chain.

Well Associates Ltd reserves the right to audit, and request copies of records demonstrating Supplier's compliance with this sourcing policy.

## Standards

### 1: Lawful Practice

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Suppliers must comply in all material respects with all applicable local, national and international laws, regulations and standards, within the settings they work.

These include:

- Employment rights
- Labour
- Human rights
- Information security and privacy
- Product safety.

Additionally, fraud, bribery, corruption, money laundering and insider trading is not permitted.

## **2: Equality, Diversity and Inclusion**

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Suppliers must demonstrate a commitment to equality, diversity and inclusion within the workplace. Business decisions including fair recruitment, placement and promotion should be based on qualifications performance and experience. Well Associates expect suppliers to ensure they work to the key points of this statement to achieve this.

- Staff recruitment process
- Safeguarding Policy
- Mandatory training programmes
- Staff code of conduct
- Equality, diversity, and inclusion policy.

## **3: Anti-Slavery Policy and Forced Labour**

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Well Associates has zero tolerance to slavery and human trafficking, and it committed to ensuring that there is no modern-day slavery or human trafficking in any part of our business. This Ant-Slavery Policy Statement is the principal articulation of the Well Associates stance on Slavery and human trafficking. Our Anti-Slavery Statement reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing systems and controls (amongst our other priorities) to ensure that slavery and human trafficking is not taking place anywhere in our business or relating supply chains.

## 4: Environmental

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Well Associates Ltd is committed to leading their industry in minimising the impact of its activities on the environment. Suppliers must comply in all material respects with all applicable legal requirements, policies and management systems regarding sustainability and environmental related obligations. Well Associates expect suppliers to ensure that they work to the key points of this statement to achieve this.

- Where appropriate to use public transport to further reduce the carbon footprint
- Actively promote recycling both internally and amongst its customers and suppliers
- Minimise waste by evaluating operations and ensuring they are efficient as possible
- Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement
- Source and promote a product range to minimise the environmental impact of both production and distribution
- Meet or exceed all the environmental legislation that relates to the company.

## 5: Due Diligence and implementation Processes

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As part of our initiative to identify and mitigate risk (including that of human trafficking and slavery, we operate a range of policies and procedures appropriate to the different sectors of WELL Associates Ltd.

These include policies and procedures in the following areas:

- Anti-Fraud and Corruption Policy
- Financial Regulations
- Whistle-blowing Policy
- Recruitment Policy
- Safeguarding Policy
- Equality and Diversity Policy.

Well Associates Ltd will continue to review our policies and procedures in light of legislative changes and publications of best practice. We will provide up-to-date training and updates to our team and our supply chain partners through the due diligence process.