

# Ethical Procurement Policy



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# Introduction

**At Simply Business, we're committed to operating to the highest legal, ethical, and corporate social responsibility standards.**

We're striving to create something better, and this extends to all areas of the business, including our policy to seek and purchase raw materials, goods and services that:

- 1. cause no harm to people or the environment;**
- 2. comply with legislation concerning employment and the environment in any location;**
- 3. are produced and delivered under conditions that do not involve the intimidation, abuse or exploitation of any people;**
- 4. are fair value for the price and quality; and**
- 5. meet applicable government, industry, and Simply Business safety, environment and quality standards.**

These considerations will provide the basis of the evaluation and selection criteria of all our suppliers of raw materials, goods, and services.

We will seek alternative suppliers where there is a demonstrable violation of this policy and where there is insufficient effort by the supplier to address the situation within an agreed period.

In addition to these considerations, Simply Business will always prioritise:

- using local suppliers and contractors; and**
- using green, and ethically sourced products and services where available.**

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# Our responsibilities

## Simply Business will:

1. assign responsibility to the Chief Financial Officer for ensuring that all procurement practices comply with our Ethical Procurement Policy (EPP);
2. provide guidelines on our EPP to all relevant people within our business;
3. adopt appropriate practices and procedures for monitoring and verifying the achievement of these standards;
4. report progress on implementing the EPP annually to Simply Business Management Team (SBMT); and
5. seek to continually improve the way in which suppliers are appointed and supply chain relationships are managed, audited and reported.

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# Our suppliers' responsibilities

## Simply Business will ensure that:

1. **suppliers guarantee their products and services are produced and delivered in compliance with all applicable regulations and appropriate industry standards and practices;**
2. **suppliers will guarantee responsibility is assigned internally for communicating and implementing the Simply Business EPP to all appropriate personnel;**
3. **suppliers accept responsibility for adopting and implementing acceptable safety, environmental, product quality, employment and human rights, social and local legal standards under which products are made and services provided. This applies to all contracted and sub-contracted work; and**
4. **wherever possible, our contracts with suppliers contain the following clauses which require them to comply with applicable anti-slavery and related laws including the Modern Slavery Act 2015:**
  - [x] In performing its obligations under the agreement, the supplier shall and shall procure that its suppliers and subcontractors comply with all applicable anti-slavery and human trafficking laws, statutes, regulations from time to time in force including but not limited to the Modern Slavery Act 2015.
  - [xx] The supplier shall implement an appropriate system of due diligence, audit and training to ensure that there is no slavery or human trafficking in its supply chains.

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# Our joint responsibilities

Both Simply Business and our suppliers will

1. Ensure all employees and subcontractors are aware of their individual obligations under our Ethical Procurement Policy and recognise official regulation and inspection of the workplace standards.