



**BUSINESS PARTNER
CODE OF CONDUCT**

May 2024

INTRODUCTION

Thomas Skinner and Son Limited (“Thomas Skinner” or the “Company”) is committed to acting in accordance with our mission and cultural principles. We believe that acting with the highest ethical standards is not only the right thing to do – it helps us achieve long term success.

Thomas Skinner strongly values its business partner, vendor and supplier relationships, and as a trusted Business Partner you play a key role in allowing us to live up to our commitments to our customers, our employees, and our communities.

We expect our business partners to exhibit a commitment to similar ethical standards. This Business Partner Code of Conduct sets out our expectations.

COMPLIANCE

Thomas Skinner expects its Business Partners to stay up to date and comply with national legislation and international regulations and conventions.

This code of conduct does not create new or additional rights on the part of third parties including Business Partner employees. This supplements, but does not supersede, the rights and obligations established under contract between Thomas Skinner and the Business Partner.

BUSINESS ETHICS

At Thomas Skinner we are committed to upholding the highest standards of ethics compliance, honesty and integrity and business relationships based on trust, transparency and mutual accountability. We expect our Business Partners to act in accordance with the following guiding principles:

- Business Partners must comply with local laws and regulations and not engage in, or cause Thomas Skinner to engage in, any form of corrupt practices.
- Business Partners must avoid all potential conflicts of interest while working with Thomas Skinner and notify Thomas Skinner of any potential conflicts of interest that cannot be avoided.
- Protection of intellectual property – Business Partners shall respect intellectual property rights and safeguard customer information.

Business Partners shall manage technology and knowledge in a manner that protects intellectual property rights.

HUMAN AND LABOUR RIGHTS

Respecting human and labour rights is of great importance to Thomas Skinner. This includes treating employees fairly, with dignity and respect, and avoiding or causing or contributing to abuse of human and labour rights.

We expect our business partners to act in accordance with the following guiding principles:

- Freedom from discrimination, harassment and abuse, both within their own organization and when interacting with outside parties. Thomas Skinner expects its Business Partners to promote equal employment opportunity for all persons, without discrimination, harassment, abuse or inhumane treatment in accordance with applicable laws and regulations.
- Freedom to choose employment – Thomas Skinner expects its Business Partners to act in accordance in with any and all applicable modern slavery regulations. The Company does not tolerate involuntary or forced labour, or human trafficking.
- Compliance with laws on wages, working conditions and hours. The Company expects all of its Business Partners to provide a living wage to its workers. Workers must not be required to work more than the maximum number of hours allowed by local laws and regulations. Any overtime must take place with the prior consent of the individual and must be compensated appropriately as established per local law.
- Treat people with dignity and respect – this includes prioritizing the safety, well-being and dignity of all individuals.

Thomas Skinner will not knowingly support or conduct business with any Business Partner involved in activities that go against the letter and or the spirit of principles listed above.

HEALTH AND SAFETY

Thomas Skinner expects its Business Partners to provide and maintain a safe work environment and integrate reliable health and safety policies for conducting business.

We expect our business partners to act in accordance with the following guiding principles:

- Be prepared for emergency situations – Business Partners must ensure that they have an appropriate emergency response plan in place.
- Incident management – Business Partners shall have a system for workers to report health and safety incidents.
- Comply with local occupational health and safety – Business Partners must provide and maintain a safe work environment and integrate health and safety policies for conducting business. Premises and facilities must comply with relevant legal and regulatory requirements.

ENVIRONMENT

One of Thomas Skinner's core values is building a successful enterprise for the long term and sustainability is a key part of that. We expect Business Partners to implement appropriate standards to protect the environment and to act in accordance with the following guiding principles:

- Compliance with applicable environmental standards, regulations and laws – Business Partners must be aware of and adhere to the laws relevant to their activities for the entire sourcing and production cycle.
- Waste mitigation and management – Business Partners are expected to handle waste in a responsible way and maintain separate hazardous and non-hazardous waste management processes.
- Efficient resourcing – Business Partners are expected to understand their climate risks, to minimize their environmental impact and to implement policies to reduce greenhouse gas emissions.