

## Supplier code of conduct policy

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## 1 Purpose

- 1.1 We value our reputation, our client relationships and our position as a legally upstanding company. We have fundamental principles and values which we believe are the foundation of sound and fair business practice and as such are important to uphold. The trust and respect of our employees, clients, stakeholders and the general public are assets that cannot be bought and are the foundation of our success. For these reasons we require our employees to adhere to these principles and values. The impact of any negative behaviour upon our business would be both damaging and detrimental.
- 1.2 A company's reputation can also be damaged by those companies that perform work on its behalf, its supply base. To avoid any such reputational damage it is important to us to have a supply base that operates to a certain minimum level of social and ethical conduct. The purpose of this document is to state what we believe are those minimum levels of conduct.
- 1.3 To be comfortable that our supply base is operating in a socially responsible manner we may request that we be allowed to conduct an onsite audit or if deemed suitable a remote paperwork audit.

## 2 Scope

- 2.1 This policy applies to all significant suppliers and contractors used by Dimension Development limited.

## 3 Respectful behaviour

- 3.1 We require our employees to treat everyone they deal with in the course of their duties in a polite, respectful and dignified manner and by the same token we expect our suppliers to treat our employees and their own in a similar fashion.
- 3.2 We believe diversity within the workforce is a strength within all businesses and all employees regardless of any protected characteristic (age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race (including nationality, ethnic or national origin) are to be treated equally, with fairness, honesty, respect and dignity. Harassment (including sexual, physical, mental, use of abusive language or offensive gestures) or bullying, in any shape or form cannot be tolerated.

## 4 Ethical behaviour

- 4.1 We are committed to complying with all relevant employment, environmental and health and safety legislation, regulations and approved codes of practice and require our supply base to meet all relevant legal standards.

- 4.2 We have a zero tolerance approach to fraud, bribery, corruption, anti-competitive practices and other forms of financial impropriety.
- 4.3 Suppliers are expected to avoid situations which may constitute a conflict of interest or could be perceived as a conflict of interest. Where a conflict of interests exists or may be perceived to exist the supplier is to promptly notify Dimension Development.
- 4.4 We have a zero tolerance approach to modern slavery and child labour within our company or supply chain.

## 5 Gifts and Hospitality

- 5.1 Working relationships need to be established upon trust and respect as such our employees are not permitted to accept gifts from suppliers that may be or appear to be improper. However promotional gifts which are not of significant value, such as stationery, pens, mouse mats, etc are acceptable.
- 5.2 Suppliers are not to offer any gift or hospitality, or other form of inducement which may influence or be perceived to influence a business decision or provide an unfair competitive advantage.
- 5.3 Suppliers must report any instances of a Dimension Development employee requesting a gift or service for free or less than market value.

## 6 Non-disclosure and data security

- 6.1 We have a duty under the general data protection regulations to protect personal information and expect our suppliers to treat any such information provided to them in the course of conducting our business in a confidential manner ensuring said information is not disclosed to any person who does not need or have a right to that information.
- 6.2 Should you experience a data security breach which might impact the security of any of our data we require you to notify us promptly.
- 6.3 The market we operate in requires levels of confidentiality to be enforced until such time as the product is in the public domain as such, we require most suppliers to sign a non-disclosure agreement.
- 6.4 Suppliers must not share, create or endorse any social media content that could be deemed derogatory, offensive or discriminatory.
- 6.5 Suppliers must not share on social media any of the work done on our behalf or in partnership with us without prior written consent.
- 6.6 Suppliers are not to speak on behalf of Dimension Development without prior authorisation

## 7 Environment

- 7.1 We are committed to improving our environmental management processes to reduce waste, use resources sustainably and to minimise our environmental impacts. As such we want to work with our supply base to understand and work to reduce the environmental impacts, we are responsible for through our supply chain.
- 7.2 We want our suppliers to communicate with us if they are aware of a more sustainable material or process, they can provide that is more sustainable than the material or process we are currently using.
- 7.3 We want our suppliers to provide information on emissions, waste, or other environmental impacts seen by them as a result of work conducted on our behalf and are happy to work with you to reduce these impacts
- 7.4 It is our intention to actively pursue improvements in sustainability throughout our supply chain

## 8 Response to breaches

- 8.1 If a supplier is found to have seriously breached our supplier code of conduct its contract will be terminated either immediately or on its due renewal date, depending on the severity of the breach we may also report suspicions of criminal activity to the police. If a supplier breach is deemed to be a minor one, we commit to helping that supplier by providing guidance and support.
- 8.2 Dimension Development are committed to operating fair business practices as a supplier if you have a complaint regarding the way we are operating please communicate this to our Quality and Compliance manager.

## 9 Further information

Any queries or comments about this policy should be addressed to our Quality and Compliance Manager  
This policy is owned and maintained by Dimension Development Directors.

## 10 Policy review date

Date last reviewed: 2<sup>nd</sup> November 2021

## 11 Supplier details

Details of vendor and name of person signing to confirm they have read and understood Dimension Development supplier code of conduct -

Company:

Contact Name:

Company Reg Number:

Contact position:

Signature: