



AXIL INTEGRATED SERVICES

SUPPLIER CODE OF CONDUCT





SUPPLIER CODE OF CONDUCT

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STATEMENT OF INTENT

01

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A MESSAGE FROM OUR MANAGING DIRECTOR

Edward Pigg



AXIL INTEGRATED SERVICES

Axil Integrated Services (Axil) is committed to delivering sustainable outcomes through our procurement activities that consider whole product and service life cycles together with offering long term benefits to the environment, economy, stakeholders and communities. We recognise our suppliers to be an extension of our own business and acknowledge their significant role in managing risk, reducing value chain environmental impacts, minimising resource consumption and creating social value.

"At the heart of the Axil business are the values of Partnership and Integrity and we have woven them into our supplier code of conduct which is relevant to all our suppliers and contractors, large or small. It's purpose is to ensure that our supply partners perform their activities sustainably, ethically, safely, in accordance with all applicable laws, regulations and the standards of integrity Axil expect."

"It provides a framework for responsible conduct which we expect all our suppliers to operate within and reflects our commitment to long term sustainable relationships. We request our supply partners share in our principles and translate and cascade these throughout their own supply chain."

Axil requires our suppliers to ensure compliance to all applicable laws and regulations including but not limited to national (and international where applicable) health & safety, environmental permitting, labour & human rights, modern slavery, employment law, data protection, fair competition and bribery law.

We expect our suppliers to protect the environment, minimise resource consumption (materials, water, energy) and contribute positively to local communities and society. Suppliers are expected to share best practice, innovate and work together with Axil to develop continuous improvement initiatives that support our joint sustainability goals.

Axil recognises that our suppliers vary in size, scope and operations and that compliance to the principles of our Code of Conduct may result in different practices across our supply chain.

CODE OF CONDUCT

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HEALTH & SAFETY

[Check out our Safety First page](#)

Axil expects our suppliers to conduct business with the aim of zero harm to people or the environment. Suppliers should have a system & process in place to monitor, assess and report on Health and Safety performance and proactively work to improve occupational related illness and accident and incident rates. Suppliers should foster a culture that supports stakeholders to report unsafe conditions and stop work that is unsafe. Suppliers should provide adequate training, SSOW(Safe Systems of Work), SOPs(Standing Operating Procedures), PPE (Personal Protective Equipment) & equipment fit for purpose to provide a safe and healthy workplace.

Suppliers are required to proactively update Axil of any EA or HSE enforcement actions taken against them.



ENVIRONMENT

Axil IS expect our suppliers to identify environmental impacts and maintain policies and procedures to effectively manage environmental risks and mitigations.

ENERGY & CO2

Suppliers are expected to implement measures to establish, monitor and reduce energy consumption and GHG emissions directly and through their value chain and provide transparency of emissions data where requested. Suppliers are encouraged to utilise renewable energy sources where viable.

WASTE, WATER & AIR

We expect suppliers to take all reasonable steps to minimise water consumption and emissions to air and to apply the waste hierarchy with prioritisation on avoidance, reduction and reuse and thereafter recycling. We expect that landfill is used only as a last resort where there is no viable alternative and to fully comply with Zero Waste to Landfill agreements where they are in place with Axil. Suppliers should assess the noise impacts to the local community and have mitigations in place to limit disturbance.

BIODIVERSITY

Suppliers are encouraged to identify any potential impacts of their activities to protect, preserve and enhance biodiversity.

RESOURCE CONSUMPTION & CIRCULARITY

Suppliers should focus on efficient use of natural resources through the adoption of sustainable and circular practices, which are designed to keep materials in use as long as possible, keep them at their highest use, and then recover and regenerate materials at end of life. Suppliers should minimise packaging and where possible supply packaging that can be reused or recycled.



GOVERNANCE & ETHICAL PRACTISES

BRIBERY & CORRUPTION

We expect our suppliers to have zero tolerance approach and to comply with anti-corruption legislation and all other associated local and applicable laws. Suppliers should not give or receive bribes in order to secure improper business advantage or influence business decisions.

CONFLICTS OF INTEREST

We expect our suppliers to declare any actual or perceived conflict of interest as soon as they are identified. Suppliers should avoid any relationship or activity that may compromise their ability to make fair and objective decisions.

COMPETITION

Suppliers are expected to refrain from entering into business arrangements that distort, eliminate or discourage fair competition or that provide improper competitive advantage.

DATA & INFORMATION SECURITY

We expect personal data and information to be securely handled in accordance with the relevant data protection laws and systems managing this to have appropriate protection. Access to classified information should be restricted to individuals on a 'need to know' basis and suppliers must adhere to UK GDPR legislation at all times. Data breaches that either require reporting to the Information Commissioner's Office or put our business at risk should be reported immediately.



HUMAN & LABOUR RIGHTS

Axil expects our suppliers to train, support, guide and treat all employees with dignity and respect. This and the requirements below are applicable to full time, part time, fixed term contract, zero hour contract employees and workers provided through a third party i.e. temporary agency workers.

MODERN SLAVERY & CHILD LABOUR

We expect all suppliers to respect the rights and dignity of all people, ensuring no forced labour, human trafficking, child labour, slavery or servitude is taking place. Suppliers should have a Modern Slavery Policy in place, publish their Modern Slavery Statement where required to do so, and take proactive measures to audit, identify and address Modern Slavery risks internally and within the supply chain. All suppliers should ensure the necessary right to work checks have been undertaken by no later than day 1 of employment.

DIVERSITY & INCLUSION

Suppliers should support and promote diversity and inclusion in the workplace and work in partnership to create and sustain a diverse and inclusive working environment where everyone's innovation and unique contribution is valued.

EQUAL OPPORTUNITY & NON-DISCRIMINATION

We expect suppliers to provide an environment free from all forms of harassment, bullying and discrimination. They should provide equal opportunities to employees and ensure there is no mistreatment of both employees and suppliers through non-discrimination on the grounds of protected characteristics – age, gender, marital status, pregnancy or maternity, disability, race, religion, sex or sexual orientation.

PEOPLE & COMMUNITIES

LEARNING AND DEVELOPMENT

Suppliers should provide opportunity for learning and career development which could include as examples, apprenticeships, training courses, graduate positions, job swaps etc.

SOCIAL VALUE

Suppliers are encouraged to consider how their activities could create positive social impacts. Examples could be through facilitation of volunteering or fundraising activities, career development opportunities, employing locally and from marginalised or disadvantaged communities, groups or individuals, environmental initiatives or local community engagement etc. Data around Social Value creation should be captured and shared upon request.



WORK HOURS, WAGES AND COMPENSATION

Suppliers should comply with all applicable laws on work hours, overtime, pay and benefits. Suppliers are expected to pay a fair wage, pay to be paid inline with contractual pay frequency and provide payslips to employees.

FREEDOM OF ASSOCIATION

Suppliers are expected to recognise and respect the rights of employees to exercise lawful rights of free association including Trade Union memberships without fear of retribution, and to ensure mechanisms for employees to communicate openly with management regarding working conditions without fear of harassment, intimidation, penalty, interference or reprisal.



SUSTAINABLE PROCUREMENT

Suppliers should work to embed procurement practices that have the most positive environmental, social and economic impacts possible over the entire life cycle. For example, through encouraging engagement with a diverse supply chain e.g. in the use of SMEs, local suppliers, minority owned businesses etc.

Suppliers are expected to pay their own suppliers on time and prioritise the sourcing of sustainable products and services. Procurement activities should consider social value creation and charity, social enterprise support opportunities.



GRIEVANCE & COMPLIANCE MECHANISM

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GRIEVANCE AND COMPLIANCE MECHANISM

It is important that our suppliers and stakeholders speak up in the event of violations of the Axil Supplier Code of Conduct requirements.

Reports can be made by suppliers or other stakeholders to ethics@axil-is.com

Reports may, for example, relate to complaints concerning human rights, harassment or discrimination, bribery, competition law, modern slavery, data privacy or threats to health & safety or environment. This grievance mechanism should not be used for BAU service escalations, which should continue as per usual contact routes.

The report will be forwarded to the appropriate senior leader within Axil for investigation and decision on further actions.

All reports will be treated confidentially however, we reserve the right to contact the individual reporting the issue for further information to aid any investigation. Any such contact will be conducted sensitively and where any reports are made in good faith there will be no repercussion to the individual.

Should the individual wish to remain anonymous, reports can be made via phone to 01536-216560



Phone

01536 216560

Email

info@axil-is.com

Website

www.axil-is.com

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*Re-engineering
your waste*