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in progress

# BSI Supplier Code of Conduct

September 2024

# Raising concerns and speaking up

BSI is committed to conducting all its business activities ethically and in accordance with applicable laws and regulations, and of the highest professional standards.

The BSI Code of Business Ethics reflects its commitment to ensuring that concerns of potential breaches of laws, regulations, standards or policy are raised in good faith, are handled in an appropriate and timely manner and rectified as necessary. We interpret whistleblowing as the process through which you can report, in confidence, such breaches. This could mean fraud, criminal behaviour, ethical issues, behaviour that is not in keeping with our stated values, or breaches of health and safety laws or regulatory obligations – or the deliberate concealment of any of those things.

Suppliers are expected to encourage their personnel to raise concerns about any inappropriate conduct they might witness whilst working with BSI, by its personnel, other Suppliers or supply chain partners, and to make them aware of the whistleblowing process.

Suppliers can raise any concerns in confidence via our externally hosted [SpeakUp](#) service or the Compliance & Ethics Team on [compliance@bsigroup.com](mailto:compliance@bsigroup.com). All bona fide reports will be thoroughly investigated. Suppliers can also raise concerns by emailing [BSIGroupProcurement@bsigroup.com](mailto:BSIGroupProcurement@bsigroup.com). All reports will be treated seriously and sensitively. Suppliers are required to inform their personnel that they will not be subject to retaliation by their employer or BSI as a result of raising a concern. If there is any form of retaliation this should be reported to BSI. Suppliers are also invited to consider adopting appropriate internal whistleblowing procedures, if they do not have such in place already, to encourage personnel with concerns to raise them internally. We also refer you to the [Code of Business Ethics document](#).

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# Overview

The British Standards Institution, together with its subsidiaries (“BSI”) has developed a Supplier Code of Conduct (“Supplier Code”) which applies to all third-party Suppliers providing goods, services, or activities to BSI and its affiliates. For the purposes of this document, “Supplier” means any business or individual that provides goods or services to BSI either directly or indirectly.

Responsible and ethical conduct toward employees, business partners, society and the environment are integral parts of BSI’s value system; this includes BSI’s affiliated companies. For us, complying with the law in our business activities is a matter of course.

This Supplier Code is based on the principles of internationally recognized standards of responsible corporate governance. These include, for example, the Universal Declaration of Human Rights, the United Nations (UN) Global Compact, the UN Guiding Principles on Business and Human Rights, the UN Free & Equal Standards, the Organisation for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises, the International Covenant of December 19, 1966 on Civil and Political Rights and on Economic, Social and Cultural Rights and the Core Labour Standards of the International Labour Organization (ILO).

This commitment must also be expressed in the relationships we maintain with business partners. To this end, the Supplier Code defines binding minimum requirements for our business partners in their business relationship with BSI. The continuity and further development of successful business relationships largely depend on a shared commitment to integrity and responsible entrepreneurship. We therefore expect our business partners to observe and implement the standards of the Supplier Code.

We utilise the services of hundreds of Suppliers from the UK, Europe and beyond. Our goal is to drive consistency and excellence across our supply chain. This Supplier Code sets out the key standards of conduct we commit to offering all Suppliers and the standards we expect all Suppliers to meet.

Over time, developing trust-based relationships brings competencies into our business that create sustainable value and equity for all our stakeholders and associated businesses within our supply chain.

We achieve this by:

- Reinforcing our business integrity by improving all elements of the services that we provide;
- Making responsible decisions in how we manage our business;
- Actively managing the social and environmental impact of what we do to help individuals, communities, businesses and economies develop and grow; and
- Ensuring that products and services are sourced in a sustainable and ethical manner.

This Supplier Code will be periodically updated to reflect relevant changes in laws, regulations and standards but should not be taken as containing details of all applicable laws, regulations and standards that may be applicable to Suppliers. It is the responsibility of each Supplier to ensure that they are familiar with, and abide by, the relevant laws, regulations and standards.

We ensure that robust practices are in place to protect the interests of our business, our business partners and the wider community, including our Suppliers. We invest in our Supplier relationships and actively monitor the performance and compliance of our supply chain.

The provisions of this Supplier Code are in addition to and not in lieu of any legal agreement or contract. We reserve the right to review your policies, procedures, and supporting documentation related to compliance with this Supplier Code and, in some higher risk instances, we may undertake an on-site assessment of key Suppliers to validate adherence.



# BSI's commitments

To ensure responsible and sustainable sourcing practices, we commit to:

- Provide mechanisms for prospective Suppliers to be considered for work;
- Treat Suppliers fairly with a clear relationship management process;
- Work closely with our Suppliers to collaborate and develop high quality products and services, effectively managing risks;
- Provide clear guidance on our payment procedures and pay invoices in line with agreed terms; and
- Make channels available for Suppliers to raise concerns.

## Expectations of our supply chain

We are committed to doing business with organizations that share our commitment to treat all stakeholders fairly and ethically. We also expect our Suppliers to share our values and operate in line with our expected behaviours as outlined in our Code of Business Ethics. As our Supplier, we expect you to:

- Comply with applicable laws, regulations, contractual obligations, and this Supplier Code;
- Maintain accurate and transparent documentation to demonstrate compliance, including but not limited to all legally required licenses and permits;
- Raise any concerns that you have in a timely manner via the process outlined below;
- Meet the expectations and principles set out on subsequent pages, applying equivalent standards and setting out management and control frameworks to ensure practices are adequate and appropriate for the areas in which you operate and within your own supply chains.



# Requirements of our supply chain

In support of these expectations, we require the following of our Suppliers:

## **Responsible Business Practices**

To be the best business improvement partner by acting responsibly and earning the lasting trust of our colleagues, clients, and communities, we must ensure that we operate in a responsible and ethical manner in our day-to-day business, and meet our legal and regulatory requirements. We exceed expectations by acting with ethics and integrity in all we do.

In this context, we are committed to doing business with organisations that share our commitment to treat all stakeholders fairly and ethically, ensure compliance with all applicable laws and regulations.

Our expected standards for Suppliers are centred on the following key principles:

## **Sanctions**

The Supplier must ensure that neither it, nor any of its Group Companies, directors, beneficial owners or employees are currently designated on any sanctions list or the target of any economic or financial sanctions, restrictions, designation or trade embargos imposed under any law or regulation of any country with jurisdiction over the agreement, any party or any of their group company and the subject or the target of territory wide sanctions. Suppliers are required to notify BSI within 14 days in the event that a change of control occurs in respect of the Supplier.

## **Anti-Bribery & Corruption** (Guided by Principle X of the UN Global Compact)

We are committed to meeting our obligations under the UK Bribery Act 2010 and the anti-bribery legislation of other jurisdictions in which BSI operates by maintaining the highest level of ethical standards. We have zero tolerance for bribery or corruption carried out when acting for or

on behalf of BSI, or otherwise carried out in relation to any business agreement with BSI.

As such, we expect our Suppliers to act with equal integrity and to undertake business transparently, honestly, and without bribery or corruption. Suppliers must not engage in bribery or corruption and must refrain from actions such as offering, giving or receiving fees, gifts, or advantages of any kind that are or could be considered acts of corruption.

Additionally, Suppliers should take all necessary measures to identify, mitigate, and manage conflicts of interest which includes relationships with BSI staff involved in decision making relating to the Supplier. Our Suppliers and prospective Suppliers are required to report any declarations of interest to their BSI supply chain contact.

Suppliers are expected to ensure appropriate policies, procedures, and controls are in place to comply fully with these expectations, with the UK Bribery Act, and with any other applicable legislative and regulatory requirements when performing any form of service on our behalf.

This should include:

- Implementing adequate procedures aligned to the Ministry of Justice Guidance issued under the Bribery Act;
- Training of employees to ensure that bribery and corruption risks are identified, assessed, managed, and reported;
- Ensuring that your supply chain and sub-contractors also understand and apply these principles; and
- Establishing confidential reporting and escalation routes for concerns regarding bribery and corruption.

## **Facilitation of Tax Evasion**

We expect our Suppliers to comply with the Criminal Finances Act 2017, and support BSI in meeting its obligations under it. As such Suppliers

must not deliberately and dishonestly facilitate tax evasion when acting as a third-party of BSI. In addition, Suppliers must not involve BSI, its employees, or anyone else acting on BSI's behalf in the evasion of tax. We have a zero tolerance to any of these acts being undertaken by Suppliers. Suppliers are expected to ensure appropriate policies, procedures, and controls are in place to comply fully with these expectations, the Criminal Finances Act, and any other applicable legislative and regulatory requirements. These are expected to include the same key principles articulated for bribery and corruption, but in this case align to the HMRC guidance under the Criminal Finances Act.

## **Money Laundering**

Our policy is to meet our legal obligations and regulatory responsibilities in relation to anti-money laundering and counter terrorist financing.

We expect our Suppliers to apply equivalent standards and set out management and control frameworks to ensure their practices are both adequate and appropriate for the areas in which they operate.



### **Data Protection & Management**

Where BSI data is processed in any way, including data that is collected, recorded, amended, transmitted, stored, viewed accessed or destroyed by our Suppliers, we expect that this is managed and controlled in accordance with our instructions and any agreements in place, and in line with the requirements of the Data Protection Act 2018 and other applicable laws and regulations in line with data protection and record retention standards provided by us.

Our Suppliers are expected to have in place appropriate and proportionate control frameworks to ensure compliance with data protection principles and to ensure that data subjects' rights are not infringed. Where breaches are identified, we expect these to be brought to our attention immediately. Any changes to the processing, including location of the data or systems used, and changes to sub-processors must be notified to BSI as soon as possible, and where necessary, consent should be obtained.

### **Physical, Cyber and Information Security**

BSI's policy is to ensure that our confidential data, including that of our clients and colleagues, is secure and appropriately managed. We expect our Suppliers to have in place their own policies and control frameworks to ensure:

- The ongoing protection of our information through appropriate cyber and information security controls; and that
- They do not put in peril BSI's physical security and assist us in providing a safe working environment for all our staff, clients, and visitors.

### **Operational Resilience**

BSI's policy is to manage and control operational resilience, specifically focusing on crisis management, business continuity and IT disaster recovery in order to minimise or mitigate risks to the continuity of services provided. Suppliers are expected to maintain management and control frameworks to ensure operational resiliency practices are both adequate and appropriate for the areas in which they operate.

**Human Rights in our Supply Chain** (Guided by Principles I, II, III, IV, V and VI of the UN Global Compact)

BSI passionately supports the protection of human rights. BSI is guided by fundamental principles including adhering to the International Labour Organisation (ILO) Core Conventions and we comply with all applicable laws and regulations, including the UK Modern Slavery Act 2015 and the reporting obligations to publish a slavery and human trafficking statement in our financial statements.

BSI's Modern Slavery Statement can be accessed [here](#).

We aim to do business in a way that values and respects the human rights of our colleagues, clients, and communities guided by the BSI Policy. BSI supports human rights by encouraging behaviours and practices that are consistent with our strategic objectives across our supply chain. The relationships with our Suppliers are opportunities to improve and evolve practices with respect to human rights.

We expect our Suppliers to support our commitment to respect human rights by:

- Respecting occupational health and safety by ensuring a safe and hygienic working environment with proactive management and controls to minimise health and safety risks.
- Actively supporting accident prevention by taking into account the potential for accidents based on the work being undertaken, the requirements of local health and safety laws and any specific hazards.
- Ensuring that all work is completed voluntarily and without slavery, servitude, forced or compulsory labour and human trafficking. Workers shall have the freedom to terminate their employment at any time upon giving reasonable notice.
- Protecting agency workers by demonstrating compliance, including having appropriate systems and processes in place to administer, the Agency Workers Regulations 2010.
- Prohibiting forced, bonded, indentured, or involuntary prison labour, ensuring that third-party employees and contractors have a right to work in the UK or applicable jurisdiction; adopt Employer-Pays-Principle,

prohibiting that any recruitment-related fees are shouldered by the workers, and ensure no retention of workers' personal documents and no deposit.

- Adhering to a zero-tolerance policy for human trafficking, ensuring that their operations and supply chains are free from recruiting, employing and transporting any individuals for the purpose of exploitation.
- Prohibiting and preventing any form of ill treatment of their employees, including harassment (sexual, physical, mental), victimisation, abuse on any grounds, or bullying within their operations and supply chains.
- Prohibiting any form of discrimination based on race, colour, ethnic origin, nationality, gender, gender identity, age, sexual orientation, disability, religion, marital status, parental status, physical appearance, political convictions, pregnancy, social origin or status, economic status, union affiliation or employment status, or any other protected characteristic, for recruitment, employment, promotion, benefits, opportunities for overtime, demotion, or termination, and adhere to the equal pay for equal work standard.
- Ensuring the absence of child labour in their operations and that of their supply chain, individuals not completing age of 15 shall not be employed when non-existence of law or the local minimum wage is lower than 15.
- Providing all legal benefits and paying at least the local minimum wage in respect of all working hours, and gradually allocating a living wage sufficient to meet the basic needs of their employees, in addition, overtime should be paid in adherence with applicable laws and at at least the regular rate.
- Ensuring that working hours are not excessive and that at least 24 consecutive hours of rest is provided every 7 days. All overtime shall be purely voluntary. No worker shall be made to work overtime under the threat of penalty, dismissal, denunciation to authorities or as a disciplinary measure.
- Respecting their employees' right to collective bargaining and freedom of association, including rights to form and not to form, to join and not to join any legal association. Where such rights are restricted by applicable laws, Suppliers shall provide their employees alternative means to form organizations to advocate for themselves.
- Promoting a workplace free from discrimination, harassment (sexual, physical, mental), victimisation, or any other form of inappropriate



- behaviour or abuse on any grounds (including; but not limited to age, disability, ethnic origin, gender, gender identity, nationality, marital status, parental status, physical appearance, political convictions, pregnancy, race, religious beliefs, sexual orientation, social origin or status, economic status, union affiliation or employment status).
- Demonstrating formal mechanisms that allow employee grievances regarding human and labour rights violations to be properly filed, addressed and resolved without fear of perceived or actual retaliation. Mechanisms shall be available to report grievances anonymously.
  - Demonstrating formal mechanisms that allow employees to raise concerns of operational or business practices that violate laws, regulations or company values (whistleblowing) and for the concerns to be properly filed, addressed and resolved without the fear of retaliation.

### Diversity & Inclusion

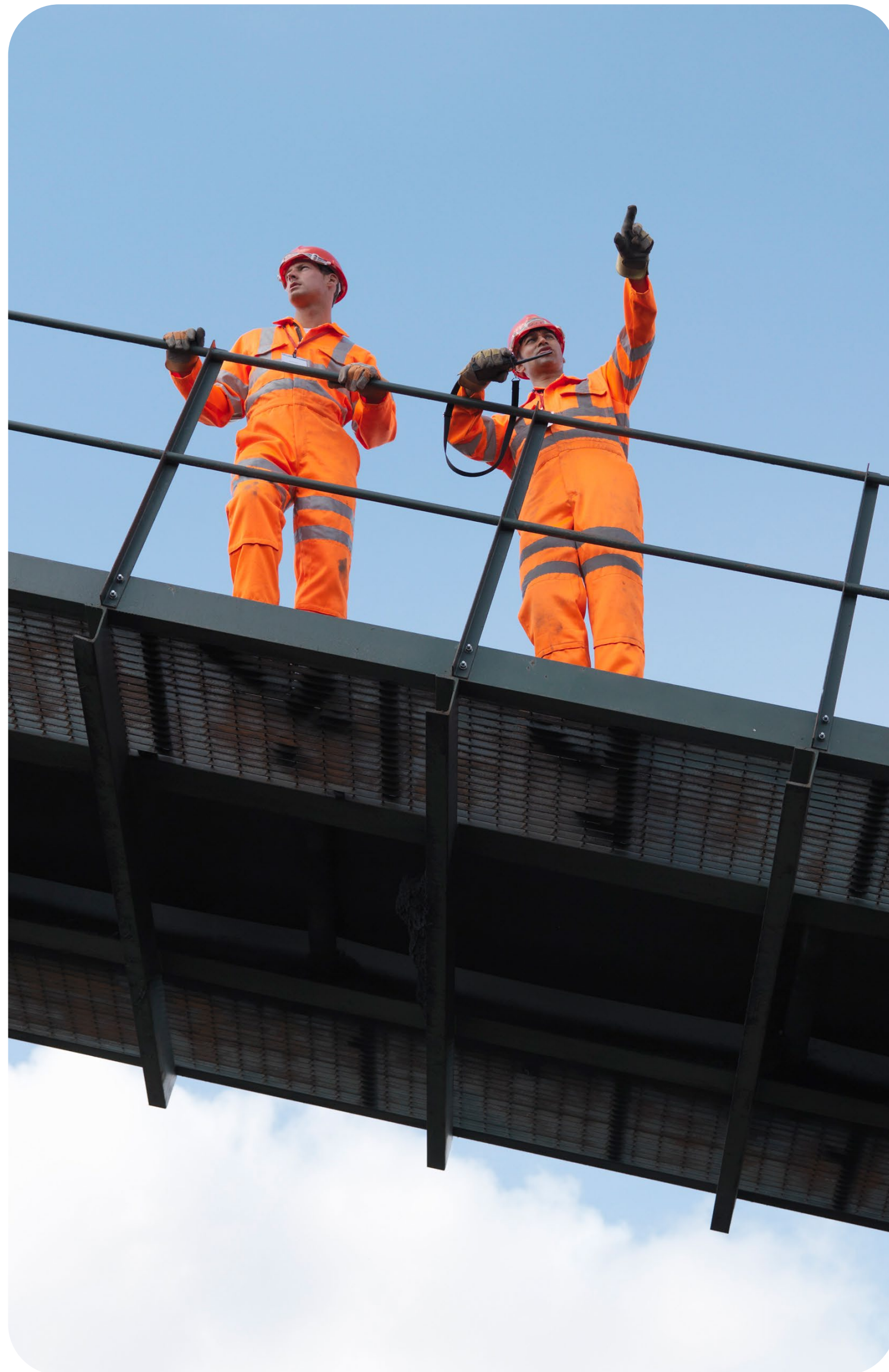
We are committed to supporting diversity and creating an open and inclusive culture within BSI as we believe it is important to business success.

We aim to achieve higher standards than the minimum set out in the Equality Act 2010. We wish to trade with like-minded third-parties and therefore expect our Suppliers to:

- Achieve higher standards than the minimum set out in the Equality Act 2010;
- Be committed to a zero tolerance of harassment and bullying, driving inclusion and increasing diversity overall;
- Present diverse colleagues and teams to work alongside BSI;
- Be able to evidence that recruitment practices are accessible to widest possible groups and do not disproportionately affect anyone due to gender, race, ethnic or national origin, age, disability, sexual orientation, gender expression, gender identity and socio-economic background;
- Have diversity training available to the workforce and that uptake is being monitored; and
- Collect data to understand the profile of the workforce and have measures to improve diversity.







### Health, Safety and Wellbeing

We are committed to achieving the highest standards of health, safety, wellbeing and protection for our colleagues, clients, and anyone that visits our premises. Suppliers are expected to provide and maintain a safe working environment and integrate health and safety management practices into their businesses, reinforcing those practices through adequate supervision, information, instruction and training of its employees and others who may be affected by their work activities.

### Sustainability and Our Supply Chain (Guided by Principles VII, VIII and IX of the UN Global Compact)

Sustainability is a key strategic focus area for BSI. It is particularly important for BSI to demonstrate integrity by leading by example and living its own purpose, mission, and values. We have made public commitments in relation to our own sustainability performance such as the goal to be net zero in our own operations by 2030. We are also a participant of the United Nations Global Compact where we need to demonstrate yearly how we align with its requirements.

We expect our Suppliers to help us achieve our sustainability ambitions and goals. This includes but is not limited to:

- Minimising the environmental impacts associated with the provision of goods, services, or activities to BSI and its affiliates, and striving for positive environmental impacts, including: Reducing carbon emissions, traveling responsibly, preventing pollution, reducing waste, enhancing biodiversity, reducing impacts associated with energy use, minimising the use of natural resources including water, etc.
- Setting ambitious targets and commitments in relation to the above.
- Providing environmental performance information and data to BSI in association with the provision of goods, services, or activities to BSI and its affiliates, if and when required.
- Communicating to BSI any changes in the sustainability performance of the provision of goods, services, or activities to BSI and its affiliates.
- Maximising opportunities for local sourcing and the creation of

employment opportunities around BSI sites.

- Supporting the education of communities, in particular the education of children, women and vulnerable groups in the local community and supply chain.

BSI's operational sustainability principles are based on best practice drawn from international conventions and protocols, codes of conduct and international guides on sustainable business practice and, in particular, the United Nations Sustainable Development Goals. BSI encourages its Suppliers to invest in similar sustainability practices, including environmental management systems and initiatives appropriate to their businesses.

For more information about our commitment to sustainability and operating as a responsible corporate entity, please refer to our Sustainability Position Statement.

### Supply Chain Risk

Where the provision of goods, services or activities to BSI is sub-contracted or materially reliant on another party, we expect our third-party Suppliers to ensure their supply chain risks are identified, assessed, managed and reported through a defined control framework. Changes or risks impacting the services provided to BSI should be escalated in a timely manner.

We encourage our Suppliers to extend the principles of this Supplier Code to their supply chain.

### **Innovation & Collaboration**

In your role as a Supplier of BSI, you have the responsibility to act in the best interests of the organisation, identifying opportunities to deliver the best service to our clients and reduce costs where possible. We ask that all Suppliers collaborate with BSI in identifying new processes, systems and technologies to drive innovation in our service provision, alongside proactive collaboration in demand management to drive cost improvement.

### **Monitoring and Compliance of our Supply Chain**

We ask that you reflect on our Supplier Code and how you meet these expected standards and behaviours. We expect you to confirm agreement with this Supplier Code when you submit a proposal to perform a service for BSI or complete our Supplier qualification process. It is important that you recognise that non-compliance with this Supplier Code may adversely affect your commercial relationships with BSI and may also constitute a contractual breach where directly related to established contractual provisions.

BSI has a responsibility and duty of care to conduct appropriate due diligence before entering relationships with Suppliers. This may include, but is not limited to, reviewing copies of employment and health and safety policies and undertaking due diligence with the aim of establishing that none of our Suppliers have any association with modern slavery and that they have not been engaged in any activity with an adverse human rights impact.

BSI reserves the right to audit compliance with this Supplier Code. Audits may be in the form of desktop and/ or onsite assessments. During the onsite assessments, BSI or BSI's authorized inspection teams conduct worker interviews, documentation review as well as facility walkthrough.

Suppliers are expected to grant full access to BSI or its authorized inspection teams for the purpose of the audits. When non-compliances are identified during such audits, corrective actions should be conducted promptly to BSI's satisfaction.

All Suppliers are expected to self-monitor their compliance with this Supplier Code and to inform us via email of any non-compliance. BSI expects that all Suppliers provide responses to reasonable requests for information about their compliance with this Supplier Code. All Suppliers are also expected to perform effective due diligence procedures within their own supply chains (for downstream Suppliers, sub-contractors and other supply chain participants) to ensure that, for example, sustainability, human rights, values and behaviours, compliance and whistleblowing standards are monitored as a part of their own code of conduct. This is to ensure that Suppliers support fair-trade, sustainable, safe and ethical sourcing practices, and furthermore to ensure that their systems and procedures are sufficient to mitigate any potential negative impact on BSI.

All Suppliers are required to disclose any regulatory breaches and incidents involving any regulator to BSI, including outcomes of annual inspections, audit and/ or notices, together with planned improvement strategies to rectify and resolve any breach.

BSI's expectation is to work collaboratively and respectfully with all Suppliers. In those cases where a Supplier is found to not be in compliance with this Supplier Code, BSI will, where possible, work with the Supplier to put measures in place, which may include a remediation process or improvement plan in the first instance.





# Contact information

Questions relating to the content of this Code should be addressed to The Head of Group Procurement. Personnel may also ask questions, raise concerns or report instances of potential non-compliance with this Code by contacting:

[BSIGroupProcurement@bsigroup.com](mailto:BSIGroupProcurement@bsigroup.com)

## Review

This Code is reviewed at least annually or in the event of a significant change. Notification of change to the Code will be disseminated via BSI's internet pages.



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# Your declaration

## Confirmation of agreement to the BSI Supplier Code of Conduct

The undersigned hereby confirms that the BSI Supplier Code of Conduct has been received, reviewed and agreed and that you do and will comply with it in full.

By signing this declaration, you agree that BSI or their nominated agent or representative may conduct audits on you to verify your compliance with this BSI Supplier Code of Conduct.



I, the undersigned, am an authorised signatory of

.....

(the “**Supplier**” or “**you**”) and on the Supplier’s behalf agree that any goods and/or services supplied by you to BSI are and will comply in full with this Supplier Code of Conduct.

Signed: .....

Name: .....

Title: .....

Date: .....