

## « Responsible Procurement Principles »

### Introduction

Spot buy center is a tail spend management provider, relating with thousands of suppliers, partners, producers around the globe.

We connect local users with a global marketplace, being a single point of contact for all their c-suppliers and spot buys.

As we do source around the globe, we find it important that our partners commit to contribute to a clean, save and human friendly way of working, respecting all employees on the organisational ladders.

Therefore we introduce and push our Responsible Procurement Principles to our partners and suppliers.

### Scope

These Principles apply to all procurement activities involving spot buy center suppliers. Adherence to these Principles forms an integral part of spot buy center's general terms and conditions, send to its business Partners, who will be responsible for their implementation in their supply chain processes as set out herein.

### Responsible Procurement Principles

spot buy center demands from its suppliers and all parties within their supply chain to adhere to the Responsible Procurement Principles set out below and to implement, execute and duly manage the necessary processes to ensure such adherence:

#### 1. International labour standards

To comply with all applicable local and international laws and regulations regarding the environment, health and safety and employment, and endorse the ILO Core Conventions<sup>1</sup> and the UN Convention on Human Rights, including:

- Child Labour
  - Not to employ any person below the minimum legal age for employment.
  - Where people below the age of 18 are legally employed, not to involve them in hazardous activities.
  - The definition of hazardous activities should be determined by local law.
- Forced labour
  - To prohibit forced, bonded or compulsory labour.

- To grant employees the freedom to leave their employment on reasonable notice.
  - Working hours and wages
    - Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits.
  - Freedom of association
    - Employees should be free to join trade unions (or other kinds of representation) and, where appropriate, to carry out representative functions at work, in accordance with relevant legislation.
    - Employees should not be discriminated against, or be treated unfavourably or differently because they carry out representative functions.
  - Discrimination
    - Suppliers will not discriminate against employees or during the process of the hiring employees in any way on grounds of age, gender, religion, ethnicity, sexual orientation, disability or otherwise.
  - Disciplinary procedures
    - To treat employees fairly and with respect.
    - Not to tolerate verbal, physical and other forms of abuse.
- 2) Ethics
- Conduct business with honesty and integrity, in accordance with high ethical and legal standards and comply with all relevant legislation and regulations.<sup>2</sup>
  - Prohibit the use of bribery and corruption to advance business objectives; and not to tolerate corruption in any form.
- 3) Health and safety
- To provide a safe, healthy working environment for employees, contractors, partners or others who may be affected by company's activities in accordance with relevant international standards and national laws.
  - To provide, where necessary, relevant health and safety training.
- 4) Environment
- As a minimum suppliers must comply with all local and national environmental legislation, regulations and directives to protect and improve the environment, and have developed, reviewed and recorded processes in place to make sure they comply.
  - Suppliers should have action plans in place, to manage their environmental impacts, e.g. energy reduction, carbon emissions and waste management programs. Where appropriate, suppliers must also comply with additional environmental requirements specific to the products and services. Any specific requirements would be outlined in contract.

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## Implementation

Social and environmental responsibility is central to the way we do business and this approach is reflected in the management of procurement activities. In order to ensure the adherence to these Key Principles spot buy center integrated this RPR (Responsible Procurement Principles) in her general conditions which are sent to our partners and supplier in each order confirmation ... when they accept the spot buy center order, they accept the spot buy center terms.

Accepting the terms also means allowing assessments to be done by spot but center or any party hired by spot buy center to verify the principles are well implemented and respected

## Corrective Action

Accepting spot buy center orders, results in accepting the spot buy center terms

- 1) If a any spot buy center assessment shows, or it subsequently transpires that a new or existing supplier is not adhering to these Principles, spot buy center will seek to work with them to address such non-adherence through a mutually agreed remediation plan.
- 2) Failure to agree on a mutually acceptable corrective action plan may affect spot buy center's ability and willingness to continue business relations with the relevant supplier.
- 3) Suppliers are expected to identify, correct and monitor the continued compliance of any activities that fall below the standards set in these Principles.
- 4) Suppliers shall immediately report to spot buy center any serious non-adherence to these Key Principles and together agree a schedule for corrective action.
- 5) Where serious breaches of these Principles are identified and persist, spot buy center may consider termination of the business relationship with the supplier concerned subject to the terms and conditions of the relevant underlying contract between spot buy center and such supplier.

Serious violation to these principles, bringing negative publicity and or any potential financial damage to spot buy center and spot but center's customers, will be on the suppliers behalf, as described in the insurance and liability clause of spot buy center's general terms and conditions