

FAIR COMMERCIAL TERMS POLICY

ARTICLE 13 LTD

article 13

COMMITMENTS

It is the policy of the management of Article 13 Ltd to treat suppliers (including Associates) fairly.

STAFF RESPONSIBILITIES

All employees and temporary workers are required to support the implementation of this policy.

Staff are expected to:

- treat confidential information with due care and proper consideration of the legal and ethical ramifications;
- promote positive supplier relationships through courtesy and impartiality.

MANAGEMENT RESPONSIBILITIES

The directors are responsible for ensuring that Article 13:

- specifies its requirements carefully and in advance of agreeing a contract with suppliers;
- selects its suppliers on the basis of fair competition;
- makes timely payments in accordance with the terms agreed at the time of the contract, subject to satisfactory compliance with the stated contract;
- does not terminate purchase or supply arrangements without due regard for the consequences and appropriate communication and notification.
- produces and provides written Terms and Conditions information for appropriate suppliers.

Review

Article 13's policy for fair commercial terms will be reviewed annually and amended as necessary.

Effective 1st August 2007; reviewed October 2010, Updated November 2011



COMMUNICATIONS

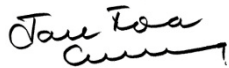
A copy of this policy and all subsequent revisions will be brought to the notice of each employee. All new employees will receive a hard or electronic copy and a verbal statement on fair commercial terms as part of their induction training.

Staff views and questions relating to Fair Commercial Terms issues are actively encouraged and should be raised with their employee representative, Office Manager or the Directors as appropriate.

Expert advice will be obtained when required from appropriate sources/organisations.

ASSOCIATED DOCUMENTS

- Sustainability Policy
- Associates Procedures
- Associates Contract and Letter templates
- Quality Policy
- Suppliers List



Jane Fiona Cumming

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