

# SUPPLY CHAIN POLICY

ARTICLE 13 LTD

## COMMITMENTS

It is the policy of the management of Article 13 Ltd in accordance with the ten principles of the United Nations Global Compact, to recognise the impact of its purchasing activities and decisions upon the local, regional and global community and environment.

As a responsible and connected corporate citizen, Article 13 is committed to continuous improvements in ethical purchasing and supply. Article 13 seeks to demonstrate active leadership in supply chain activities, and inspire its partners to do the same, such that human rights, labour standards and environmental laws and codes of practice will be regarded as setting the minimum standards for the Company's whole supply chain performance.

## STAFF RESPONSIBILITIES

All employees and temporary workers have a duty to consider the effects of any purchasing decisions on the supply chain in relation both to Article 13's internal operations and through purchasing decisions within projects for clients and partners.

## MANAGEMENT RESPONSIBILITIES

The management of Article 13 strives to source products and services, and supply the Company's services from organisations in which:

- employment is freely chosen;
- freedom of association and the right to collective bargaining are respected;
- working conditions are safe and hygienic;
- child labour is not tolerated;
- reasonable living wages are paid;
- working hours are not excessive;
- no discrimination is practiced, based on equality in hiring, compensation, access to training, promotion, termination or retirement, race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation;

*Effective 1<sup>st</sup> August 2007; reviewed August 2009*



- regular employment is provided;
- no harsh or inhumane treatment is allowed, including threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation;
- environmental stewardship is practiced.

In practice, Article 13 will as far as possible:

- purchase Fair Trade items in preference to other goods, wherever available;
- avoid purchases of goods or services widely known to involve poor practices;
- purchase goods made from sustainable sources using local suppliers with ethical and transparent practices.

Article 13 will also, where appropriate, raise the issue of supply chain policy during client engagements.

## REVIEW

Article 13's policy for the supply chain will be reviewed annually and amended as necessary.

## 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 supply chain issues as part of their induction training.

Staff views and questions relating to supply chain matters are actively encouraged and should be raised with their employee representative, Office Manager or Directors as appropriate. Article 13 endorses the need for joint consultation to maintain the communication necessary to achieve good supply chain standards.

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

## ASSOCIATED DOCUMENTS

- Sustainability Policy
- Client Engagement Policy
- Environment Policy
- Integrity Policy
- Staff Handbook
- Suppliers List
- Annual UNGC Targets
- Annual UNGC Action Plan

## RELEVANT LEGISLATION & STANDARDS

- United Nations Global Compact Principles



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Director

Article 13 Limited