

Supplier Policy - Hubexo

Owner: Chief Financial officer

Approved by: The board of directors

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Distribution: All employees



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1 Statement of general policy

Hubexo are committed to being a sustainable business, this includes contributing positively to both our stakeholders and the environment. We recognise that our success also depends on that of our supply chain, and we aim to work in partnership with them in relation to our sustainability vision.

Our supply chain includes organisations from which Hubexo source goods and services pertinent to conducting our business operations. We encourage our suppliers to share our sustainability vision and to be able to demonstrate how they align to this. We recognise that this involves us taking a broader view of value, valuing the social and environmental outcomes our suppliers can offer as well as the commercial outcomes. We believe that this approach will enable all stakeholders to realise their sustainability potential.

Hubexo engage with our suppliers via several strategies. We recognise that we need to find the balance between having a consistent approach across our supply chain and retaining flexibility that supports sustainable solutions.

Hubexo operates a zero tolerance approach to improper business conduct of any kind and all suppliers to our company must meet the standards set out in this policy and associated policies.

2 Associated Hubexo policies

- Hubexo - Human Rights Policy
- Hubexo - Modern Slavery Policy
- Hubexo - Ethical Business Policy
- Hubexo - Equality Policy
- Hubexo - Travel Policy
- Hubexo - Sustainability Policy
- Hubexo – Anti-corruption and Bribery Policy

3 Hubexo commitments

Hubexo's commitment to sustainable and ethical procurement practices include:

- Conduct procurement activities ethically and responsibly.
- Deliver value for money outcomes for the company, in a sustainable manner, that protect the company's reputation and meet all regulatory requirements.
- Engage with suppliers in good faith and make payments in accordance within agreed terms.
- Manage any identified supply chain risks appropriately.
- Ensure effective supply chain management approaches are employed and that the objectives of the process can be monitored and/or audited where necessary.
- Set clear expectations for our suppliers regarding their sustainability performance.
- Employ appropriate methods for assessing the performance of our key strategic suppliers over time.

Hubexo is committed to working with our suppliers to ensure that the principles set out in this policy are met, both directly and within their downstream supply chains.

4 Supplier commitments

As a supplier of goods and services to Hubexo, aspirations aligning to our sustainability vision are encouraged and, in many places, expected. Expectations from our suppliers include the following.

- Operate ethically and fully comply with all relevant law.
- Respect the human rights of their own stakeholders.
- Practice their own due diligence in relation to diversity, equality and inclusion within their workforce.
- Practice their own due diligence in relation to modern slavery within their own business and supply chain.
- Take a proactive approach to minimising the impacts upon climate change.
- Operate inline with this policy and other Hubexo associated policies (identified in section 2 of this policy) during any tender or contract period.
- Suppliers shall comply with all relevant law pertaining to data protection and shall not omit or do anything which may cause Hubexo to be in breach of any relevant law.

- When carrying out any work on site at Hubexo premises, follow all Health and Safety instructions and policy procedures as set out by Hubexo .
- Comply fully and in a transparent manner with any due diligence assessment carried out upon them by Hubexo .
- In regions where the Purchase Order (PO) system is used, suppliers must obtain a PO number prior to supplying any goods or services to Hubexo. Invoices cannot be paid without a corresponding PO number.
- In regions where the PO system is not used an equivalent tracking method must be insured to guarantee that only approved expenses are paid.

Through mutual understanding of contracts and with a proactive view towards sustainability, we believe that both Hubexo and our suppliers will achieve success.