

**Purpose:** This policy outlines Steve J Martin Ltd's commitment to ethical procurement practices. It establishes the framework for ensuring that our suppliers adhere to responsible business standards.

**Scope:** This policy applies to all procurement activities within Steve J Martin Ltd.

**Policy Statement:** Steve J Martin Ltd is committed to:

- Sourcing goods and services from suppliers who adhere to ethical business practices.
- Promoting sustainable and responsible supply chains.
- Complying with all applicable ethical procurement laws and regulations.
- Continuously improving our ethical procurement practices.

**Ethical Standards:**

- **Human Rights:** We will ensure that our suppliers respect human rights, including labor rights, freedom from discrimination, and fair working conditions.
- **Environmental Protection:** We will require our suppliers to adhere to environmental standards and practices, including responsible waste management, energy efficiency, and pollution prevention.
- **Social Responsibility:** We will promote social responsibility among our suppliers, such as fair trade practices, community engagement, and ethical sourcing.
- **Anti-Corruption:** We will prohibit bribery and corruption in our supply chains.

**Supplier Selection and Evaluation:**

- We will conduct due diligence on potential suppliers to assess their ethical performance.
- We will evaluate suppliers based on their adherence to our ethical procurement standards.
- We will prioritize suppliers who demonstrate a commitment to sustainable and responsible business practices.

**Supplier Monitoring and Evaluation:**

- We will regularly monitor and evaluate the performance of our suppliers.
- We will address any identified ethical concerns or non-compliance.

**Supplier Code of Conduct:**

- We will require our suppliers to sign a Supplier Code of Conduct that outlines our ethical expectations.
- The Supplier Code of Conduct will include provisions on human rights, environmental protection, social responsibility, and anti-corruption.

## Training and Awareness:

- We will provide training and awareness-raising activities to our employees and suppliers on ethical procurement.
- This will include information on our ethical procurement standards and expectations.

## Responsibilities:

- **Procurement Department:**
  - Develop and implement ethical procurement procedures.
  - Conduct due diligence on suppliers.
  - Monitor supplier performance and compliance with ethical standards.
  - Address any ethical concerns or non-compliance.
- **Management:**
  - Support ethical procurement initiatives.
  - Ensure adequate resources are allocated for ethical procurement.
  - Review and approve supplier selection decisions.
- **Employees:**
  - Comply with ethical procurement policies and procedures.
  - Report any suspected ethical violations.

## Review and Improvement:

- This policy will be reviewed annually to ensure its effectiveness.
- We will continuously improve our ethical procurement practices.

Steve Martin  
Company Director

*Steve Martin*