



UDMS Media Group Ltd
Supplier Code of Conduct
January 2017

Introduction :

UDMS Media Group creates awardwinning specialist content for international audiences. The company has market leading brands across six countries, connecting people and communities across print, digital, mobile and live media.

Companies around the globe turn to UDMS to help their businesses grow. They know that we are expert in speaking to audiences at the right time, on the right platform and we do it in a way that creates a powerful, lasting relationship that delivers results.

We have an integritybased approach to our supply chain and to our social responsibilities, and it's important to us that our suppliers have the same ethos. That's the reason that we have this Code of Conduct to help you understand what is required to be a supplier to Haymarket. We will work with our supply chain to make sure that they have the right policies and processes to comply with our Code, and in turn they they will use the same principles with their own supply chain. We'll also consider these principles when we we are choosing suppliers to work with.

The principles of this Code are about complying with legislation and regulations, and by this we mean the laws and regulations that apply to the jurisdiction that suppliers operate in. This compliance is the minimum standard and we will always look to exceed these standards.

Haymarket will always treat all actual and potential suppliers fairly, equally and objectively. All reasonable attempts will be made to assist suppliers to overcome difficulties and to improve their performance for us.

All our suppliers should uphold the highest standards of integrity, transparency and governance and we maintain the right to request that suppliers complete a code of conduct agreement and provide certification and evidence as required.

As part of our approach to our supply chain, the environment and social responsibility are areas that UDMS considers key to promote good sustainable practice in. These areas are not exhaustive, but are the key principles of our approach:

Employment is freely chosen

Your employees should be free to leave their employer after giving reasonable notice and are not required to lodge deposits or payment with their employers. There should be no forced, bonded or involuntary labour. Your employees should have a written contract of employment, which needs to comply with local legislation and be clear about wages. Wages and benefits need to be in accordance with relevant legislation. All deductions from wages should be lawful and with the expressed permission of the employee.

Freedom of association

Your employees should be free to join or form trade unions and to bargain collectively, in accordance with relevant legislation. Your employees should not be discriminated against for their membership of trade unions, or representative functions.

Working conditions are safe and hygienic

A safe and healthy working environment should be provided, with hazards minimised and adequate steps taken to prevent accidents and injury occurring in the course of work. Appropriate policies and procedures should be in place and responsibility should reside with a senior management representative.

Child labour should not be used

The recruitment and use of child labour should be banned/prohibited in any circumstances.

Working hours are not excessive

Working hours must comply with national laws, collective agreements and all overtime must be voluntary. Your employees should have access to rest periods and employee time off.

No discrimination should be practiced

There should be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, social or ethnic origin, religion, age, gender, marital status, sexual orientation, disability, maternity or union or political affiliation. Where required policies on diversity, discrimination, harassment and whistleblowing should be in place.

Treating employees with respect

Your employees should never be exposed to abuse, harassment, discrimination or intimidation. Your employees should have access to a grievance procedure.

The environment

Where possible we will choose a supplier that has environmental accreditation beyond the minimum required. This means that we will always print using certified paper either PEFC or FSC and select suppliers who are certified accordingly, this in turn supports Haymarket's own sustainable paper certification.

We will only work with print suppliers that are ISO14001 compliant. In all areas of supply we strive to work with ISO14001 accredited suppliers to support our own ISO14001 accreditation.

We expect suppliers to have action plans in place to manage and improve their impact on the environment. Where legislation is applicable we expect a supplier to have ESOS or ISO50001 accreditation.

Bribery and Staff Code of Conduct

UDMS operates a Staff Code of Conduct and has policies in place to address the Bribery Act 2010, and as a minimum we expect all our suppliers to adhere to relevant legislation. Inappropriate gifts will be returned and only modest hospitality should be offered.