

# RWS Group

## Sustainable Procurement Policy

**Author:** Carla Matthews

**Approver:** Maria Schnell

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## 1 Document history

Author or Reviewer (to be completed by the author or reviewer)

Name	Date	Detail	Version
John Griffiths	03/03/2022	Document creation	0.1draft
Tony Cooper / Joaquin Soler Arias	09/03/2022	Review	0.2draft
David Hell / Ken Ip	30/03/2022	Review	0.3draft
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Rod Day	12/04/2022	Approved	1.0
Carla Matthews	12/04/2022	Published	1.0
Patrick Klein	07/06/2023	Reviewed and amended to include – “Ensuring a safe and non-violent working environment”	
Maria Schnell	19/07/2023	Approved	2.0

## 2 Scope

Our ambition is to be recognized as a leading responsible and sustainable organisation using our influence to drive positive impact. Our suppliers are an integral part of our value network and are central to meeting our ambition. We are committed to working with suppliers and partners who share our approach to responsible and sustainable business practices.

This document details the approach RWS Holdings plc (RWS) and its subsidiaries expects of its suppliers and their relationships with both RWS and any of its clients, partners, and other suppliers on a fair and ethical basis and in compliance with RWS core principles of sustainability. The principles set out in this policy apply to both the suppliers’ activities and where appropriate their downstream supply chain.

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### 3 Associated policies

- Supplier Code of Conduct

### 4 Policy

RWS is committed to:

- Setting objectives and action plans in support of this policy, and pursuing continuous improvement of its practices
- Prioritising suppliers which have embedded sustainable and ethical practices within their organisation and which drive such practices within their own supply chains
- Identifying areas of higher risk and influence within our supply chain and engaging with suppliers in those areas
- Complying with all applicable legislation and operating in a professional, ethical and diligent manner and transparently on all possible conflicts of interest
- Maintaining the highest level of ethical standards

Through supplier selection and direct engagement, RWS will favour suppliers that actively:

- Reduce their environmental footprint through:
  - Conservation of resources, including the use of energy, water and materials
  - Waste minimisation, both within their operations and through reduction of packaging
  - Reducing the impact of deliveries and maximising local sourcing
  - Utilisation of technology to limit the use of raw materials
  - Encouraging the development of environmentally friendly technologies
  - Undertaking initiatives to promote greater environmental responsibility
- Comply with all applicable laws:
  - Complying with International Labour Organization (ILO) principles in respect of human rights and conditions of employment
- Prioritise human rights through:
  - Supporting and respecting the protection of internationally proclaimed human rights
  - Adherence with Anti-slavery legislation
  - Ensuring suppliers are not complicit in human rights abuses

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- Ensuring that slavery and human trafficking is not taking place in any of their supply chains and in any part of their business
- Ensuring there is no child labour or forced labour in the supply chain
- Ensuring there is no discrimination in respect of employment and occupation
- Eliminate bribery and corruption
  - Taking a zero tolerance approach to bribery, corruption and other financial crime
- Drive economic growth through:
  - Supporting job creation and facilitating opportunities for small-and-medium-sized enterprises (SMEs) and social businesses
  - Considering the life-cycle cost of products
- Promote employee well-being and development
  - Where applicable, suppliers should give consideration to the promotion of work life balance and personal development of their team members
  - Refusing to accept unlawful discrimination of any kind in working relations
  - Ensuring a safe and non-violent working environment
- Exercise disciplinary practices
  - Ensuring employees are treated with respect and dignity and are free from threats, harassment or other forms of intimidation
- Ensure confidentiality and protect intellectual property
  - RWS requires its suppliers, contractors and their team members to maintain confidentiality with regards to all information to which they have access
  - All intellectual property belonging to RWS, its customers and partners, is to be protected at all times

## 5 Policy review

This policy is available on the Group's intranet. If there are amendments to the applicable local legislation or regulatory requirements, the Policy will be amended to reflect these. There will be an annual review by those responsible for the Policy to ensure the document is fit for purpose and remains effective. Any changes will be communicated by email by way of the "Regulatory and compliance update", team briefings or training, depending on the complexity of the amendment.

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