

## **LEGAL & GENERAL SUPPLIER CODE OF CONDUCT**

### **Introduction**

Legal & General are acutely aware of how our business impacts on society and the environment. We are proud of being a company that does business responsibly and ethically. We believe that the decisions we make today define our customers' lives tomorrow, we therefore have policies, processes and controls which form our Code of Conduct and reflect our commitment to:

1. Protecting the environment
2. Protecting the employee
3. A safe and healthy workplace
4. Equality, Diversity, Inclusion and Ethics
5. Community Involvement.
6. Meeting our Customers' needs

Our Code of Conduct extends to how we do business with our suppliers and we commit to:

- Treating suppliers fairly and objectively at all times
- Paying suppliers in accordance with the agreed terms and dealing with any exceptions in a timely manner
- Selecting suppliers without prejudice.
- Working with our suppliers to support improvements in their social and ethical practices
- Continuously improving our knowledge of socially and environmentally responsible supply chain management practices
- Maintaining a supply chain that reflects and aligns to our own standards of conduct for how we do business

We strive to work with like-minded businesses; we therefore require suppliers to comply with our Supplier Code of Conduct and be able to demonstrate compliance. The purpose of our Supplier Code of Conduct is to safeguard the relationships between us and our suppliers, to establish standards that ensure our suppliers operate ethically, are environmentally responsible and that workers are treated with respect and dignity. Our suppliers should have processes in place to maintain these standards and be able to provide evidence if required.

### **Supplier Code of Conduct**

#### **1. Protecting the environment**

We're a services based company that uses natural resources to run our business. We are acutely aware how our action impacts the climate. Our strategy is to build resilience and do more each year with fewer natural resources. We require our suppliers to consider their impact on the environment.

##### Targets

We would encourage all our suppliers to provide positive solutions to reduce the effects their products, services and delivery processes have on the environment.

##### Environmental Impact

As a minimum, suppliers must comply with all applicable environmental regulatory requirements and employs reasonable measures to mitigate any adverse impacts its products and services may have on the environment.

Where we classify a supplier as having either a high or medium environmental impact, they must have policies and procedures in place to manage these risks.

### **2. Protecting the employee**

We support the protection of human rights through our supply chain by encouraging behaviours and actions that are consistent with International Labour Organisation (ILO) Core Conventions and by using suppliers whose values are consistent with ours. We also comply with The Modern Slavery Act 2015 (MSA) and require our suppliers to do the same. We will work with our suppliers to improve and evolve human rights practices.

#### Employee Standards

We require all suppliers to uphold minimum commitments relating to labour standards. These standards should meet the four 'core' ILO conventions on labour rights:

- Freedom of association and the effective recognition of the right to collective bargaining
- The elimination of all form of bonded labour and compulsory labour
- The effective abolition of child labour
- The elimination of discrimination with respect to employment and occupation

#### The Workplace

Our Suppliers should provide a work environment in which employees do not suffer from harassment, verbal, visual, physical abuse or any conduct that creates an intimidating, offensive or hostile workplace.

It is the responsibility of our suppliers to ensure that it only employs people with a legal right to work in that country.

#### Wages and Benefits

As a minimum, our suppliers must comply with all applicable minimum wages, benefits and working hours' standards. Short term or temporary contracts should not be used to avoid providing full employee benefits for low wage workers.

We require that any employees of any supplier providing goods or services on our UK premises are paid the UK living wage (as outlined by the Living Wage Foundation <http://www.livingwage.org.uk/>) as a minimum.

#### Freedom of Association

We recognise, promote and support the right for employees to join or form trade unions without interference or discrimination. Whilst there is no requirement for the supplier to recognise a particular union, if a union is not established, the operation of an employee consultation committee or employee association is desirable.

#### Modern Slavery Act 2015 (MSA)

We require our suppliers to comply with the MSA where applicable. The Act is designed to tackle slavery and human trafficking.

Link to: [Modern Slavery Act 2015](#)

### **3. A safe and healthy workplace**

We are committed to ensuring that the health and safety risks to our policyholders, employees and contractors which arise from our operations are reduced as far as is reasonably practicable.

#### Health and Safety

Our suppliers must comply with all relevant health and safety laws and regulations, both in letter and in spirit, in all the countries in which they operate. We expect our suppliers to provide all their employees with adequate information and instruction on health and safety

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matters and to enable their employees to meet their responsibilities for the maintenance of a safe and healthy workplace.

### **4. Equality, Diversity and Inclusion**

We commit to promoting a culture of enabling a supply chain that includes equality, diversity and inclusion. We would encourage suppliers to consider equality, diversity and inclusion in their decision making, including actively supporting supplier programmes that look to ensure a diverse employee base.

#### Employee Discrimination

We require that the employees of suppliers should be protected from discrimination, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

#### Supply Chain

We would encourage and promote our suppliers to review the extent of equality, diversity and inclusion within their supply chain. We believe our suppliers should work with diverse businesses and enact inclusive sourcing within their own organisations.

### **5. Ethics**

We aim to establish mutually beneficial relationships with suppliers, based on the same high ethical standards of openness, professionalism and honesty that we apply to all of our dealings. We expect suppliers to compete on the same basis with regard to the price and quality of their products and services.

In the event that a supplier feels that they are not being fairly treated, we operate a [Whistle Blowing Policy](#).

#### Conflicts of Interest

Our Suppliers must make us aware of any actual or potential conflicts of interest. Our suppliers should declare if it believes one of our employees or contractor has an interest or economic tie to the supplier's organisation.

#### Data Protection

Our suppliers should not use or disclose any information belonging to us, our existing and prospective customers, other suppliers, employees or other third parties, except as required or authorised by us.

#### Bribery and Corruption

We expect suppliers to maintain ethical controls over their procurement activity which ensures no risk of bribery or corruption within their personnel and their supply chain.

Link to our [Anti-bribery and Corruption Policy](#)

### **6. Community Involvement**

We encourage our suppliers to have an active community involvement programme. Suppliers should recognise the social imperatives of the communities in which they operate. We support the release of staff to work upon community activities.

### **7. Compliance**

Our suppliers must comply with all applicable laws and regulations, both in letter and in spirit, in all the countries in which they operate