

Introduction

Operating with ethical and environmental integrity governs our approach and we expect our suppliers to share and support us in delivering these commitments. We state below guidelines that we require of all our suppliers.

Integrity

Wellside Research Ltd. is committed to the highest standards of integrity throughout all aspects of our business. We do not tolerate any practice that is inconsistent with the principles of honesty, integrity and fairness, anywhere we do business.

Inclusive Work Practices: Suppliers will provide and promote inclusive workplaces where individuals are able to be themselves, irrespective of their gender, race (including colour, castes, nationality or ethnic origin), disability, religion, age and sexual orientation.

Discrimination: All workers are treated with respect and dignity. No worker is subject to any physical, sexual, psychological, verbal harassment, abuse or other form of intimidation. There is no discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement. Discrimination based on caste, national origin, ethnicity, religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation, health, disability or pregnancy is prevented. In particular, attention is paid to the rights of workers most vulnerable to discrimination.

Anti-Bribery and Corruption: There is a prohibition of any and all forms of bribery, corruption, extortion or embezzlement and there are adequate procedures in place to prevent bribery in all commercial dealings undertaken by the supplier.

Labour Conditions and Human Rights

Suppliers shall respect the human rights of their employees, other personnel and local communities and shall comply with all relevant laws pertaining to human rights.

Wages: Suppliers must pay workers on time, in accordance with legal requirements, and in all circumstances, wages must be paid on at least a monthly basis and in the name of the individual performing the work. Workers are provided with a total compensation package that includes wages, overtime pay, benefits and paid leave. We expect suppliers to pay workers at least the living wage of the relevant country/location. Compensation terms established by legally binding collective bargaining agreements are implemented and adhered to without bias. Suppliers will also provide workers with an itemised wage statement for each pay period clearly indicating the components of their compensation (hours, pieces, or units produced), including exact amounts for wages, benefits, incentives bonuses, and deductions. Deductions of pay other than those legally mandated, may not be made without the express and written consent of

the worker, and under no circumstances may be made as a form of discrimination or punishment.

Working Hours: Suppliers must ensure that their workers work in compliance with all applicable laws and mandatory industry standards pertaining to regular working hours, and overtime hours, including breaks, rest periods, holidays, and maternity and paternity leaves. Any overtime worked shall be voluntary and fairly compensated.

Employment Contracts: Suppliers, where reasonably possible, must provide all workers (permanent, temporary, seasonal, domestic and migrant) with a written contract that includes a description of job duties, benefits, disciplinary procedures, and notice periods. Suppliers shall only employ workers who are legally authorized to work in their facilities and are responsible for validating workers' eligibility to work through appropriate documentation. All work shall be voluntary, and workers shall be free to leave work or terminate their employment upon reasonable notice.

Modern Slavery: Suppliers will not use or tolerate in their supply chain any form of slavery, servitude, indentured, bonded, involuntary prison, military or compulsory labour or any form of human trafficking. All work must be conducted voluntarily and without threat of any penalty, sanctions, abuse or intimidation. No employee government issued identification, passports or work permits will be retained by suppliers as a condition of employment. Workers' rights to leave the workplace after their shift or to terminate their employment after reasonable notice and receive owed salary must be recognised by suppliers. This applies to local or migrant employees. Suppliers are asked to report to Wellside Research Ltd. any incidents of slavery or human trafficking found in its business or supply chain.

Child Labour: Under no circumstances will suppliers employ workers under the age of 16. When young workers are employed they must not do work that is mentally, physically, socially or morally dangerous or harmful or interferes with any ongoing education.

Trade Unions: Supplier shall recognise the rights of workers to form or join trade unions which are free to meet without hindrance and to bargain collectively. Suppliers shall adopt an open attitude towards the activities of trade unions and where it is not practicable for unions to operate, recognise other means of association, such as Works Councils.

Health and Safety: Wellside Research Ltd. expects the suppliers operations, facilities, and procedures to protect and promote worker health and safety. Suppliers shall provide their workers with a safe and healthy working environment. At a minimum, potable drinking water, adequate lighting, temperature, ventilation, sanitation facilities, and any relevant personal protective equipment must be provided together with equipped work stations at no cost. In addition, facilities must be constructed and maintained in accordance with the standards set by applicable laws and regulations.

Environment

Wellside Research Ltd. takes its environmental responsibilities seriously and operates in a way to minimise environmental impact. Suppliers are required to comply with all relevant laws pertaining to the environment and shall operate their business in an environmentally responsible way.

Supplier shall:

- a) adopt such practices and utilise such systems that minimise the use of resources wherever possible e.g. water efficiency, energy efficiency, sustainable travel, etc.;
- b) ensure that they use environmentally friendly working practices, tools and equipment, consumables and replacement parts, wherever possible;
- c) ensure where practicable that all consumables originate from a sustainable or recycled source; and
- d) ensure that waste is managed in a responsible manner, using recycling facilities wherever possible.

Data Protection

Wellside Research Ltd. takes its data protection responsibilities very seriously and fully complies with both the Data Protection Act and the GDPR.

Suppliers are required to comply with all relevant laws pertaining to data protection and shall not do or omit to do anything which would cause Wellside Research Ltd. to be in breach of such relevant laws.

Where the supplier will be collecting or processing personal data on behalf of Wellside Research Ltd. or one of our clients, it will do so only in accordance with the specific project contract.

Financials and Accounting Practices

Financial Performance: Suppliers shall maintain accurate and transparent books, records and accounts to demonstrate compliance with applicable laws and regulations. All legally required taxes and national insurance contributions should be paid promptly, and all sub-contractors and suppliers should be paid promptly upon receipt of a valid and undisputed invoice, and at least within 30 days. All accounts should be lodged with Companies House as legally required.

Auditing: Wellside Research Ltd. reserves the right to audit compliance with this Code. Audits are facility inspections that include worker interviews and a review of supplier records and business practices. Such audits will be conducted by Wellside Research Ltd. or an appointed partner. If an audit identifies a violation of this Code, suppliers shall act promptly to correct the situation to our satisfaction, with a corrective action plan.

Reporting Concerns

Suppliers are responsible for prompt reporting of actual or suspected violations of law, this Code, and any contractual relationship with Wellside Research Ltd. This includes violations by any worker or agent acting on behalf of either the supplier, their sub-contractors, or Wellside Research Ltd. You may report a violation via e-mail: elaine@wellsideresearch.co.uk or by phone at 0131 677 5522.

An external whistleblowing helpline, Safecall, is also available. Any concerns can be reported via the telephone number 0800 915 1571 or via the website at: www.safecall.co.uk/report.