

Recorra Ltd - Supplier Code of Conduct

The purpose of this document is to set out the level of conduct that we expect from our approved supply chain. The code of conduct is in line with our own beliefs and the standards we set ourselves.

Before working with any new supplier, we will carry out due diligence checks in the following areas: Health and safety, quality assurance, environmental management, social value and employment practices.

New suppliers will be issued with our Supplier Code of Conduct and must agree and adhere to the terms.

We also expect that all approved suppliers/subcontractors will comply with the Bribery and Corruption Act 2010, as do all staff and representatives working for, or on behalf of, Recorra.

All suppliers/subcontractors must comply with the following:

- Comply with all relevant legislation and keep up to date with changes and updates
- Actively promote, maintain and practice robust health and safety standards
- Supply products fit for purpose that meet specification in the agreed lead time to a consistent standard and ensure an uninterrupted supply
- Supply services requested to the highest standard in the agreed timeframe in a professional manner
- Resolve complaints in a timely and effective manner ensuring the root cause is identified to prevent reoccurrence
- Ensure compliance with employment law including working time legislation and the payment of fair wage rates
- Maintain good working and payment practices throughout the supply chain
- Encourage open and transparent communication
- Practice equal opportunities and diversity
- Comply with GDPR
- Support and be sympathetic to the local community
- Understand each other's goals in order that all parties be supported to achieve them
- Be aware of market conditions and potential risk factors

Signed:  Date: 01/04/2024
MANAGING DIRECTOR

Recorra includes Recorra Ltd and its subsidiaries. Recorra was formerly known as BPR Group which included Paper Round, Secure Paper, Brighton Paper Round Ltd and Reef Environmental Solutions Ltd.