



Ethical Standards Guidelines

Kalsi Plastics UK Ltd strategic aim is to source products and services throughout supply chain management to achieve improved quality, safety and consistent prices / services from vendors. Using Strategic Sourcing to identify the best-qualified vendors to implement a structured purchasing process and procedure.

All employees shall observe the following ethical standards, principles and behaviour when involved in purchasing:

- Best practices for supplier selection: Identifying sources of supply that offer Kalsi Plastics UK Ltd best possible value for commodities or services. Ensure that Kalsi Plastics UK Ltd sourced relationships are delivering maximum value to end users and stockists by constantly reviewing and monitoring relationships with suppliers and customers.
- Ensure that accurate evaluation of all offers focus on total cost of products or services to obtain best value of products or services. Ensure that value for money is obtained by promoting fair, open and accessible competition when seeking or renewing contracts and ensuring continuous and effective contract management.
- Accept responsibility, be fully accountable and maintain comprehensive documentation and justifiable evaluation criteria. Maintain confidentiality and respect the rights of suppliers or potential suppliers in relation to their intellectual property and commercially confidential information.
- Ensure that there is no actual or perceived conflict of interest in the purchasing process by including disclosure of any past, present or proposed future relationships, connections or interests with bidders.
- Identify new technologies required and utilise existing technology infrastructure to support strategic sourcing both in-house and externally.
- Outlining techniques for creating and maintaining the right behaviour within Kalsi Plastics UK Ltd with suppliers.
- Retain sufficient flexibility within the sourcing strategy to be redefined as a result of unexpected challenges or changes in the market place. This should be achieved through regular reviews of the procurement, specification and sourcing guidelines and procedures to ensure they are relevant and up to date.
- Where possible, aggregate purchases, to obtain volume based discounts with suppliers by the forward planning and structure of contracts and purchases.
- Comply with the current and future relevant commercial purchasing, health & safety and environmental legislation.
- Conduct business with financially sound vendors by reviewing and monitoring finances with an open and two-way relationship.
- Use recycled and green products where possible and when available.
- Use vendors with environmental objectives and policy's who have, or are working towards ISO 14001 and quality management standards of ISO 9000;2000.
- Source products and service within group, providing this is commercially viable.



The Supplier/ Contractor Terms of Compliance, which deal with issues that are in the main controllable by individual business partners. These Terms of Compliance are an integral part of our business relationships. Our employees and our business partners understand that complying with our Terms of Compliance is no less important than any of Kalsi Plastics UK Ltd other standard expect of business partners.

Terms of Compliance

- **Ethical Standards** – We will seek to identify and utilise business partners who aspire as individuals and in the conduct of all their businesses to a set of ethical standards comparative to our own
- **Legal Requirements** – We expect our business partners to be law abiding as individuals and to comply with legal requirements relevant to the conduct of all their businesses
- **Environmental Requirements** – We will only do business with partners who share our commitment to the environment and who conduct their business in a way that is consistent with Environmental Policy & Guiding Principles
- **Community Involvement** – We will favour business partners who share our commitment to improving community conditions
- **Employment Standards** – We will only do business with partners who adhere to the following guidelines:
 - **Working Hours:** While permitting flexibility in scheduling, we will identify local legal limits on work hours and seek business partners who do not exceed them except for appropriately compensated overtime
 - **Wages and Benefits:** We will only do business with partners who provide wages and benefits that comply with any applicable law and match the prevailing local manufacturing industry practices
 - **Discrimination:** While we recognize and respect cultural differences, we believe that workers should be employed on the basis of their ability to do the job, rather than on the basis of personal characteristics or beliefs. We will favour business partners who share this value
 - **Health & Safety:** We will only deal with business partners who provide workers with a safe and healthy work environment

Kalsi Plastics UK Ltd is committed to ensuring compliance with our code of conduct at all facilities that manufacture our products around the world. Our goal is to achieve positive results and effect change by working with our business partners to find long-term solutions that will benefit the individuals who make our products and will improve the quality of life in local communities. We work on-site with our contractors to develop strong alliances dedicated to responsible business practices and continuous improvement.

Should Kalsi Plastics UK Ltd determine that a business partner is not complying with our Terms of Compliance, we require that the partner implement a corrective action plan within a specified time period.