

ONE
CODE

Do the right thing

Supplier code of conduct

Maintaining our reputation for ethical business integrity is absolutely vital and we need to make sure all of our suppliers work to our values. We need you to help us to protect our brand reputation and ensure the continuity of our business relationships. This short supplier code provides guidance to all our supply chain, explaining the standards of behaviour that we expect when working for Mitie in support of our internal code of conduct (One Code - available at www.mitie.com). The requirements for you as a supplier are clear - comply with legislation, follow Mitie policy and procedures, do the right thing and if ever you are asked to do anything which sits outside of these parameters then we want to hear about it.

Please help us to always do the right thing.

What does our code of conduct mean?

It means doing the right thing, all the time. Our integrity is important.

We want our people to work safely, look after one another and be part of a supply chain that continues to grow responsibly.

At Mitie we...



Read the full code at www.mitie.com

What do I do if something isn't right?

At Mitie there is a zero tolerance for unsafe working practices, discrimination, fraud, bribery, tax evasion and the facilitation of tax evasion or corruption. If you are ever asked to be involved in anything unethical or illegal then you must do the right thing – speak up. The same applies if you or your colleagues are treated unfairly while working for Mitie.

You can Speak Up confidentially via: wrs.expolink/mitie or by calling **0800 374 199**



Health, Safety and Environment

You must ensure all activities are undertaken safely, with no detriment to the well-being of your employees and others that may be affected and with care for the environment. You must help us to deliver high standards of HS&E performance and if you see anything that isn't safe – then you must stop and report it. Similarly all incidents and near misses must be reported.

Bribery and Corruption

We have zero tolerance for bribery or corruption and strict rules for the offering or acceptance of gifts and hospitality. You must not offer bribes, kick-backs, gifts or hospitality to a Mitie employee in an attempt to gain a commercial advantage. Any conflicts of interest (for example a family connection between a supplier and Mitie) must be disclosed immediately.

Tax Evasion and the Facilitation of Tax Evasion

We have a zero tolerance for tax evasion and the facilitation of tax evasion both of which are a criminal offence and can be punishable with imprisonment and / or unlimited financial penalties depending on the seriousness of the offence. You must not ask or encourage a Mitie employee to engage in a relationship with you which could result in the reduction or diversion of any taxes from any collecting authority.

Human Rights

We work in accordance with all Human Rights legislation and expect suppliers to do likewise. Specifically, this will include no child, forced labour, threat of violence, harassment, intimidation, debt bondage, bonded labour, or compulsory overtime when providing services. Employees should be allowed to freely terminate employment and enjoy freedom of movement; incur no hiring fees, and be paid and work hours in accordance with national regulations.

Suppliers are expected to practice a diversity and equality agenda in line with Mitie's - with no discrimination on race, religion, disability, gender, sexual orientation or age grounds.

Confidentiality

You must ensure that you respect the confidentiality of Mitie information. You should not share any confidential information unless specifically authorised to do so by Mitie management.