



Risk & Compliance Policies

Supplier Code of Conduct

Supplier code of conduct statement

This Supplier Code of Conduct sets out Autotrader's expectations of all its suppliers.

Autotrader holds itself and our suppliers to the highest standards of behaviour. We want our suppliers to share our values and collaborate with them to build a stronger, more responsible supply chain.

As part of our supplier engagement strategy, we collate information which provides greater insight into aspects of our suppliers' performance, including environmental, social and governance practices. We also invest in market leading data providers to supplement our "know your supplier" information and reporting.

We use a top down approach to engage and share our own experiences with the suppliers we have the most engagement with, to understand how they are supporting charities and communities, how they are improving diversity and inclusion, what governance they have in place to ensure good practice and limit instances of modern slavery, bribery or breaches of other relevant legislation and approach to sustainability.

As part of Autotrader's scope 3 GHG emissions, we engage our highest emitting suppliers to understand what initiatives, targets and calculations they are monitoring and reporting.

Our **Supplier Code of Conduct** is published on [Autotrader's corporate website](#), shared with all new suppliers and via our supplier onboarding system.

The overleaf information sets out Autotrader's minimum standards, which it expects all suppliers to operate to.

Governance

As a supplier to Autotrader, you understand and confirm that you:

- Will act with integrity in your dealings with Autotrader and comply with the laws and regulations of the countries in which you operate, as well as all international laws, regulations and industry practices, related to the business you conduct
- Will have in place and maintain appropriate technical and organisational measures to ensure IT and data security where applicable, to ensure services are delivered as problem free and without disruption as possible and that all appropriate data protection legislation is adhered to, including, but not limited to, the Data Protection Act 2018 and the UK GDPR
- Will comply with all applicable laws, including, but not limited to, the Modern Slavery Act 2015, the Fraud Act 2006, the Economic Crime and Corporate Transparency Act 2023, the UK Bribery Act 2010, and the Equality Act 2010, and will have reasonable measures in place to be compliant with forthcoming laws and legislation
- Will engage with Autotrader, in the event of a breach of modern slavery law, to outline the process you have followed, to include; where the breach was found, the steps the supplier has taken to end, mitigate ongoing risks, provide an appropriate remedy process to the victims
- Will support the protection of human rights and will provide a healthy and safe work environment for employees, any party you conduct business with and the communities where you operate and will have appropriate measures in place to support workers' rights and mitigate modern slavery within your business and supply chain
- Will provide an appropriate grievance mechanism(s), either its own, a third party or shared, available to all workers in its operations and its supply chain to raise human rights related concerns (including labour conditions) without retaliation
- Will not make public communications on Autotrader's behalf without prior written consent
- Will not act in a way which intentionally or negligently harms the reputation of Autotrader, this includes good governance, such as processes and policies on the usage of social media by your employees

Ethical Practices and Social Responsibility

As a supplier to Autotrader, we expect that you:

- Will promote fair and ethical practices within the workplace, provide safe working conditions within your supply chain, will treat all people with respect and dignity
- Will adopt and have in place measures to ensure you do not support the exploitation of children or adults including but not limited to forced, compulsory labour or human trafficking
- Will act in a manner supporting the prevention and elimination of employment discrimination, harassment or sexual harassment of all people including any interactions with Autotrader's employees regardless of; sex, age, gender, sexual orientation, disability and neurodiversity, race & ethnic origin, religion & faith, marital status, social/educational background and way of thinking
- Will adopt a zero-tolerance approach to any form of corruption or bribery, in line with applicable laws
- Value diversity and inclusivity within your workplace and supply chain by promoting through your processes, policies and supplier engagement
- Take the physical, mental and financial wellbeing of your employees into consideration, as part of your standard business practices
- Will implement environmental sustainability practices in the strategy of your business raising awareness and providing training where needed
- Encourage the implementation and use of sustainable initiatives, practices and tools to reduce your consumption of energy, improve recycling and reduce your carbon footprint

Sustainability

Autotrader acknowledges that its suppliers may have different environmental impacts, and could be at different stages of their own environmental journeys but as a minimum requirement, we expect all suppliers to:

- Implement environmental sustainability practices in the strategy of your business, raising awareness and providing training where needed
- Encourage the implementation and use of sustainable initiatives, practices and tools to reduce your consumption of energy, improve recycling and reduce your carbon footprint

We encourage all suppliers to consider:

- Embedding sustainable considerations into any policies, processes and practices to improve the sustainability of your business
- Making appropriate commitments and setting targets which will have a positive environmental impact e.g. reduction of waste and energy consumption
- Assessing sustainability initiatives, with a view to signing up and linking to any targets

Autotrader calculates the carbon emissions associated with its supply chain and reports these as part of its scope 3 emissions. As a supplier to Autotrader, we may request information from you relating to the below requirements, which you agree to confirm within a reasonable timeframe:

- Whether you are or have committed to Science Based Targets or Net Zero Targets
- What methodology was used in your calculations, and whether these are verified by a third party
- Confirmation of your scope 1, 2 and where calculated, 3 emissions, and what period these calculations cover
- What your greenhouse gas emissions are per GBP, EURO or USD revenue

By working with Autotrader, you are agreeing to adhere to this Code of Conduct.

Autotrader relies upon its suppliers to uphold these values and ethical standards. If you wish to report any violation of this Code of Conduct, whether by a supplier or Autotrader employee, please speak with your Autotrader contact, if this is not possible for whatever reason, please contact Autotrader via:

Email:

procurement@autotrader.co.uk

Write:

Procurement team, No.3 Circle Square, 3 Hawkshaw Street,
Manchester, M1 7BL.

Grievance Process

If you believe an employee or representative of Autotrader has acted unethically or in breach of any law, we would encourage you to contact the Procurement team as a first point of contact, we can be reached at procurement@autotrader.co.uk.

Autotrader also operates an independent, third party reporting system, which is confidential and available to Autotrader's suppliers. To report issues of discrimination or harassment, conflicts of interest, theft, fraud and bribery, environmental and safety, accounting and financial, people trafficking and modern slavery, please either:

Call: 0800 086 9946

Report Online

Signed on behalf of Autotrader



D Graham

David Graham
Head of Procurement

