

**AutoTrader**



# Supplier Code of Conduct Policy

# Auto Trader Group Plc Supplier Code of Conduct Statement (2022)

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

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

Over the last year, we have implemented a new supplier engagement strategy. We collate information which provides greater insight into aspects of our suppliers' performance, including environmental, social and governance practices. We have also launched a 'new supplier' solution which allows us to engage suppliers at the point of onboarding to share our values and expectations.

We have engaged and shared our own experiences with our highest spend suppliers to understand how they are engaging the communities they are based in, what charitable activities they are undertaking, how they identify and improve 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 general approach to sustainability.

In 2022, we have expanded our discussions on sustainability with the suppliers who account for our highest carbon emissions, to understand where our suppliers are on their own sustainability journeys, recording if they are monitoring and reporting emissions, what scopes are included in supplier's own reporting, and calculating our own emissions related to the engagement for more accurate scope 3 emissions.

Our Supplier Code of Conduct has been shared with suppliers who account for the top 50% of Auto Trader's spend and from the middle of 2021, all new suppliers via our 'new supplier' onboarding system.

The below information sets out Auto Trader's minimum standards, which it expects all suppliers to operate to.





# Governance

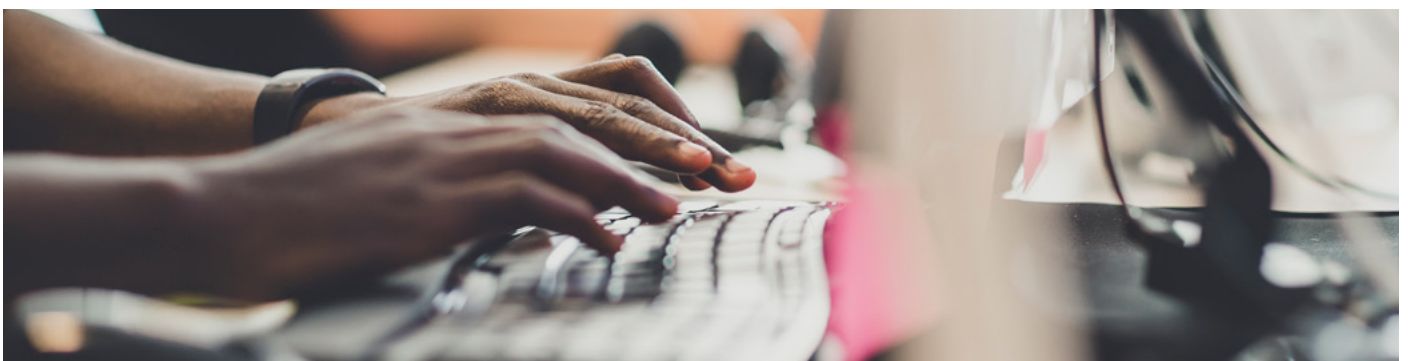
As a supplier to Auto Trader you understand and confirm that you:

- Will act with integrity in your dealings with Auto Trader and comply with the laws and regulations of the applicable countries in which you operate, as well as all international laws, regulations and industry practices related to any 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 (which means Regulation (EU) 2016/679 as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act of 2018).
- 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.
- Will not make public communications on Auto Trader's behalf including but not limited to marketing materials, press releases, or media interviews that include reference to Auto Trader or the work you are doing with Auto Trader, without prior written consent.
- Will not act in a way which intentionally or negligently harms the reputation of Auto Trader, 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 Auto Trader you understand and confirm 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 and harassment of all people 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

Auto Trader 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.

Auto Trader calculates the carbon emissions associated with its supply chain and reports these as part of its scope 3 emissions. As a supplier to Auto Trader, 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.
- Confirmation of your scope 1, 2 and where calculated, 3 emissions, and what period these calculations cover.
- What methodology was used in your calculations, and whether these are verified by a third party.
- What your greenhouse gas emissions are per GBP, EURO or USD revenue.

By working with Auto Trader, you are agreeing to adhere to this Code of Conduct

Auto Trader 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 Auto Trader employee, please speak with your Auto Trader contact, if this is not possible for whatever reason, please contact Auto Trader via:

Email to:

[procurement@autotrader.co.uk](mailto:procurement@autotrader.co.uk)

Post to:

Procurement team, 4th floor, 1 Tony Wilson Place, Manchester, M15 4FN, United Kingdom.

 **AutoTrader**