



# Responsible Business

## Supplier Code of Conduct

### Introduction

Our ambition is to be the most rewarding accountancy firm in the UK for our clients, people, and communities.

We promote an agile and inclusive culture and believe it's what we bring together that sets us apart. Central to our culture, are five core values –



We think client



We put relationships at the heart



We have the courage to be different



We do the right thing



We work as one team

We are proud to be members of [Business in the Community](#) (BITC), the largest and longest established membership led organisation dedicated to responsible business. Our Responsible Business framework centres on actions that will contribute towards the United Nations 17 Sustainable Development Goals (SDGs). We are primarily focused on the eight SDGs highlighted below.





## Purpose

The purpose of this Supplier Code of Conduct is to share our expectations and fundamental principles, which should also extend into your own supply chain.

We strive to be a responsible business and place our values at the heart of everything we do. We value our business relationship with you. We expect all our suppliers, partners, and stakeholders to act with the highest professional standards and integrity, and in doing so comply with all relevant laws, regulations and licences when working with Bishop Fleming.

We have aligned this Code with the United Nations SDG areas that are material to us.



## Good Health & Wellbeing

GOOD HEALTH  
AND WELL-BEING

Suppliers must ensure that staff working hours comply with national laws and employment standards, as well as the [International Labour Organisation](#) (ILO) Core Conventions (freedom from forced labour, freedom from child labour, freedom from discrimination at work, freedom to form and join a union, and to bargain collectively). Employees should have an annual leave provision and not be expected to work excessive hours.



## Quality Education

QUALITY  
EDUCATION

We expect our suppliers to train and maintain training records for staff and encourage continuous development of their skills and expertise. We also expect suppliers to encourage innovation and ideas to continuously improve their goods and services.



## Gender Equality

GENDER  
EQUALITY

Suppliers must not discriminate against any employee based on age, sex gender reassignment, sexual orientation, race, ethnicity, colour, disability, religion, political affiliation, union membership, national origin, marital or pregnancy status during any recruitment or employment activities.



DECENT WORK AND  
ECONOMIC GROWTH

## Decent Work & Economic Growth

We expect suppliers to manage their business to a high ethical standard and comply with relevant legislation on bribery, corruption, and prohibited business practice.

Suppliers must ensure that no underage labour has been used in the production or distribution of goods and services to Bishop Fleming.

Suppliers must have taken steps to ensure that their business operations do not make use of any form of force, bonded, involuntary labour and are free from any kind of slavery and human trafficking practices, both internally and within their supply chains and other external business relationships.

Wages and benefits must meet legal minimums and industry standards without any unauthorised deductions. In the UK, we would expect all our suppliers to pay their staff the National Living Wage as a minimum.

Suppliers must conform to all the relevant regulations and legislation in respect of Health & Safety in delivering products and services to Bishop Fleming. Any relevant risk assessments and mitigation reports should be reviewed annually.



REDUCED  
INEQUALITIES

## Reduced Inequalities

All employees must be treated fairly and not discriminated against in any form of employment. An inclusive and diverse work environment is encouraged, with equal opportunities as a minimum standard for all staff.

Suppliers must commit to prohibiting any forms or threats of harassment - physical, mental, sexual, or verbal – and should have a transparent grievance mechanism to enable their staff to anonymously raise any workplace concerns.

Suppliers should also provide an internal mechanism for reporting, investigating, and remedying any wrongdoing in the workplace, and to ensure that staff do not suffer any detrimental treatment as a result of raising a genuine concern.



SUSTAINABLE CITIES  
AND COMMUNITIES

## Sustainable Cities & Communities

Suppliers should consider the socio-economic impact that they have on local communities both directly, and indirectly through their supply chain.



## Responsible Consumption & Production

Proper consideration should be given to environmental and waste management responsibilities to promote environmental awareness, and encourage waste minimisation, reuse, and recycling.

We expect suppliers to reduce waste in their packaging and daily operations and put in place recycling processes to minimise waste to landfill.



## Climate Action

Maintaining a healthy environment is core to our responsible business framework. As such, it is important that suppliers have clear procedures in place to understand, measure, manage, and minimise the direct and indirect environmental impacts associated with their products and services or a commitment to introduce them.

We expect our suppliers to help reduce our supply chain impacts by demonstrating sustainable, ethical, and robust environmental practices in the delivery of their products and services.

## Compliance with the Code

The overall objective of this Supplier Code of Conduct is to be transparent in what we expect from our suppliers, to help build trust, and to work together to be a more responsible business.

Suppliers who provide goods and services to Bishop Fleming are expected to comply with all aspects of this Code. If they have any queries or would like to know more about our Responsible Business focus, they should please get in touch at –

[Contact us | Bishop Fleming.](#)