

# Datagraphic

## Ethical Trading Policy

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### Document Information

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<b>Approved by:</b>	Peter Wells – Responsible Business Manager
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This policy is:

- Effective from the Version and Issue date above. It supersedes previous versions, which are withdrawn, and hard copies destroyed.
- Effective for Datagraphic Limited and Datagraphic Group Limited (Herein referred to as "Datagraphic").
- Uncontrolled when printed. The 'master' document is held securely within our IT system. All documents, policies and procedures are controlled following the procedure for controls and documents and records.
- Subject to change by Datagraphic in line with changes in statutory law, case law and best practice.

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# Summary Statement

At Datagraphic, we are committed to conducting business in an ethical and socially responsible manner.

This Ethical Trading Policy outlines our dedication to fair and ethical trade practices and commitment to promoting human rights, labour rights, and environmental sustainability throughout our supply chain.

Datagraphic works closely with partners to achieve a positive impact. We are committed to this policy and will conduct business in an ethical, legal and socially responsible manner. This commitment extends to suppliers and other associated external resources with which we chose to do business. We recognise the responsibility we share with our suppliers to source products in an ethical manner. We want our clients to be confident that people are treated fairly, are not exploited and are not exposed to unsafe working conditions.

Our Ethical Trading Policy requires all our suppliers to comply with our ethical code which is based on national and international laws. Datagraphic asks all suppliers to affirm in writing that their businesses are also built on these ethical criteria. We have developed a full policy statement outlining how we expect our practice to develop to offer strong guarantees to clients that the services they receive from us have been ethically designed, managed and implemented.



# Policy Statement

Datagraphic recognises that its commercial activities have the potential to impact our suppliers and our locality. As a socially responsible business, our suppliers, local community and clients have a right to expect the following:

- Products manufactured and sourced by Datagraphic that are produced under working conditions that are hygienic and safe under applicable Working Standards Directives
- All workers involved in service delivery provided by Datagraphic are treated with full consideration to their basic human rights;
- Datagraphic acts ethically above and beyond basic legal requirements;
- Datagraphic is committed to implementing the Ethical Trading Initiative Base Code principles.

This policy sets out Datagraphic's commitment to its suppliers and clients, along with measures we are taking to ensure we act ethically.

## Commitments

Datagraphic recognises that our ethical and social performance and reputation are key to our commercial success.

- **To employees** – Datagraphic commits to ensuring its employment practices and enforcing corporate regulations to protect the rights of all those who work for us.
- **To clients** – Datagraphic commits to showing its ethical and social responsibility credentials, allowing clients to make informed choices about the services they buy.
- **To supply partners** – Datagraphic commits to monitoring social standards in our supply chain and encouraging partners to operate to the same ethical standards we employ.

# Ethical Trading Code of Practice and Compliance

## This code of practice applies to:

- Staff directly employed by Datagraphic on temporary or permanent contracts
- Staff employed or provided by contractors or employment agencies to work on Datagraphic's premises or to undertake work for or on behalf of Datagraphic.
- Organisations that supply products or services to Datagraphic as part of the supply chain.

## Compliance with Laws and Regulations

We will comply with all applicable local, national, and international laws and regulations related to ethical trading. This includes but is not limited to labour laws, human rights standards, environmental regulations, and fair trade practices.

Datagraphic expects all suppliers to meet and comply with the expectations specified in this policy.

Failure to comply will result in Datagraphic evaluating the seriousness and complexity of the non-compliance. Whilst some issues may be relatively straightforward to rectify, others may be more complex to resolve as per the following guidelines:

- 30 days for minor violations or issues that can be addressed relatively quickly.
- 60 to 90 days for moderate violations or issues requiring more time and effort to rectify.
- Immediate action or shorter timelines for severe violations posing significant risks to social or environmental impacts, worker safety, or ethical standards.

## Human Rights

We respect and support the Universal Declaration of Human Rights and expect all our business partners, suppliers, and employees to do the same. We will not tolerate any form of child labour, forced labour, discrimination, or any other human rights abuses within our supply chain.

## Labour Standards

We are committed to fair labour practice including ensuring safe working conditions, fair wages, reasonable working hours, and the right to form and join trade unions.

## **Environmental Sustainability**

We will minimise the environmental impact of our operations and products. We expect our suppliers to follow environmentally responsible practices and promote sustainability throughout our supply chain. This includes reducing waste, conserving resources, and adopting eco-friendly production methods.

## **Supply Chain Transparency**

We will work towards complete transparency in our supply chain, ensuring that we have visibility into the practices of our suppliers and their suppliers. We will encourage suppliers to adopt ethical and sustainable practices.

Datagraphic expect suppliers to be transparent and honest about their operations, reputation and any changes to their status.

## **Continuous improvement**

We continuously evaluate and refine our contracts, strategies and initiatives to drive further business and ESG improvements through our supply chain.

Datagraphic expects all stakeholders, including suppliers to offer feedback and input into identifying new opportunities for innovation and progress.

## **Ethical Sourcing**

We will actively seek out suppliers who share our commitment to ethical trading. We will give preference to suppliers who have established ethical and sustainable practices and are dedicated to continuous improvement.

## **Training and Awareness**

We will provide training and awareness programs to our employees, suppliers, and partners to ensure that they understand and comply with this Ethical Trading Policy.

## **Reporting and Accountability**

We will establish mechanisms for reporting violations of this policy and will take appropriate action against any party, including suppliers, employees, or partners, found to be in violation.

## **Continuous Improvement**

We are committed to continuous improvement in our ethical trading practices. We will regularly review and update this policy to reflect evolving industry standards and best practices.

## **Communication**

We will communicate our commitment to ethical trading both internally and externally, and we will encourage our partners and suppliers to do the same.

This Ethical Trading Policy reflects our commitment to responsible business practices and upholding the highest ethical standards. We believe that through ethical trading, we can make a positive impact on the world while ensuring the long-term success of our business.

# Document History

Date	Version	Author	Description of change
15/06/2018	1.0	C Eager	Version Release
17/02/2022	1.1	T Harris	Template Update
09/11/2023	1.2	P Wells	Full author review, copy updates and approval
11/12/2023	1.3	T Harris	Full doc template update with author review and approval.
09/04/2024	1.4	P Wells	Full author review, copy updates and approval
08/01/2026	1.5	P Wells	Author review and republishing.

# Questions

If you have questions about the contents of this policy, please contact:

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# Datagraphic



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Both registered in England at: Ireland Industrial Estate, Adelphi Way, Staveley, Chesterfield, S43 3LS.  
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