

## Trading Principles

Beardow & Adams (Adhesives) Ltd is one of the world's leading hot melt adhesives manufacturers. Production is based in the UK and we are a major exporter. We have a reputation and brand that is based on good workplace policies which meet all UK requirements. To promote and demonstrate our commitment to high standards, Beardow Adams has established a set of trading principles that emphasise both our direct operation within the UK and how we do business around the world, through our distribution network, ensuring that all parts of the business comply with local and environmental laws.

### > Human Rights and Labour Standards

Beardow Adams has adopted the Ethical Trading Initiative (ETI) Base Code as its international standard. The ETI Base Code is founded on the conventions of the International Labour Convention (ILO) and is an internationally recognised code of labour practice, setting out minimum standards in the following areas:

- > Employment is freely chosen
- > Freedom of association and the right to collective bargaining
- > Working conditions are safe and hygienic
- > Child labour shall not be used
- > Living wages are paid
- > Working hours are not excessive
- > No discrimination is practiced
- > Regular employment is provided
- > No harsh or inhumane treatment is allowed

### > Sedex

Beardow & Adams (Adhesives) Ltd is a member of Sedex, the Supplier Ethical Data Exchange. Sedex provides member companies with a secure web-based platform for storing and sharing information on four key pillars: Health and Safety, Labour Standards, Business Ethics and The Environment.

Sedex is not a standard setting body and doesn't approve or certify our policies and standards. Instead, becoming a member of Sedex is a sign of Beardow & Adams (Adhesives) Ltd's willingness to share information and to utilise this information to help manage and improve ethical standards within the supply chain.

## > Social Responsibility

### > Business Practices

Beardow Adams' reputation and brand are based on trust. Bribery and corruption of all kinds undermines trust: they inhibit social and economic development and inhibit fair competition. Our business requires that our employees or others working on behalf of us do not engage in bribery or corruption in any form in both the public and private sectors. As such, all employees are expected to comply with our strict Anti-Corruption and Bribery Policy.

Beardow Adams is committed, in all the countries where we operate, to adhere to competition laws which prohibit anti-competitive behaviour such as price-fixing conspiracies.

### > Health and Safety

Beardow Adams is committed to the Health and Safety of all its employees and other persons who may be affected by the company's activities.

This commitment will be met by providing and maintaining, as far as is reasonably practical, working conditions, plant, equipment and systems of work that are both safe and without risks to health.

The company also undertakes to train its employees, to keep them informed and to consult with them on safety matters.

All people employed by the company have a responsibility to ensure that their jobs are performed safely and without injury to themselves or other members of the company or the community. Health and Safety are vitally important to us all.

Beardow Adams is committed to identifying and ensuring compliance with all legal, regulatory, and other requirements that relate to Health & Safety.

> Environment

Beardow Adams acknowledges that its activities have an impact on the environment in terms of the use of raw materials, energy, water, transport usage, and the generation of waste. We will seek to minimise these impacts as far as is reasonably practicable.

Beardow Adams is committed to:

- > Identifying and ensuring compliance with all legal, regulatory, and other requirements that relate to the environment
- > Preventing pollution
- > Setting objectives and targets that are measurable and achievable
- > Communicating the company's commitments to all employees
- > Regular reviewing and monitoring of environmental performance
- > Continually improving our environmental performance
- > Minimising our impact on the local community

Our commitment to environmental responsibility is demonstrated by our certification to ISO 14001:2004, and, through our Environmental Management System, we have identified and are targeting reductions in environmental impacts caused by our manufacturing facility.



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## > Sustainability

As one of the world's leading hot melt adhesive manufacturers, Beardow Adams recognizes that as a responsible company it has a commitment to manage the needs of today, to ensure continued availability of resources for future generations.

We continue to develop new and innovative products and, through process development, improvements, and increased efficiencies, we meet the needs of present and future generations through reduced environmental and health footprints of our products.

Beardow Adams continues to support its customers to improve the environmental impact of their processes. Through reduced consumption and cleaner running adhesives, our customers can achieve reductions in waste, use of cleaning materials, and lower running costs.