



## Supplier Code of Conduct Policy Statement



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### **Controlled Document: 000**

#### **Kao Data Head Office Location**

- 80 Middlesex Street, London, E1 7EZ

#### **Kao Data Campus Locations**

- London Road, Harlow, CM17 9NA
- Galvin Road, Slough, SL1 4AN
- Rowdell Road, Northolt, UB5 6AG

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## 1 Purpose

The purpose of the Supplier Code of Conduct Policy is to give clear guidance to contractors, third parties and other individuals on what is expected of them whilst working with Kao Data.

## 2 Statement

Kao Data as a company is both focused and committed to operating in both a sustainable and responsible manner, this includes complying and adhering with all applicable laws and regulations. Kao Data operate with the expectations of diverse stakeholders, as part of this, we take very seriously both our corporate and social responsibilities, we believe in turn that this helps and drives us to manage any associated risks and maximise on opportunities.

Kao Data, expect that all our suppliers, as well as any organisation that has a relationship with us to adhere to and enforce this code of conduct. As part of that, Kao Data expect their own suppliers to engage their own supply chain to ensure comparable and embedded standards of ethical business practices are seen across the business stream.

As part of the code of conduct, it is expected that all Kao Data suppliers to disclose any aspect of the code of conduct which they feel is not being fully complied with.

In addition, Kao Data, as part of their supplier commitment and supplier review, reserve the right to audit their suppliers against the code of conduct.

If following any review, there are reported, or any identified non-compliance, then Kao Data will engage and collaborate with the supplier in these areas of non-conformance. They will be investigated further, and both parties will work on a remediation plan to rectify and resolve these issues.

It is understood that any legislative and/or regulatory breach or any aspect of not working with Kao Data to address any shortfalls could result in the supplier(s) being removed from the approved supplier list and suspension of any further supplier relationship.

Any issues, queries or concerns should be addressed to [compliance@kaodata.com](mailto:compliance@kaodata.com).

The Policy is communicated to all person(s) working for or on behalf of Kao Data (as part of induction training), is available to all employees via the IMS and is displayed in each office location to continually remind employees of the Company's commitment.

The Policy is also available upon request to all interested parties such as clients, investors, and suppliers.

The Policy is reviewed to ensure its ongoing suitability by the senior management team who recommend amendments and updates to the policy as part of the continual service improvement process, with an annual review of this policy undertaken annually as a minimum.

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