

VIP Computer Centre Ltd Supplier Code of Conduct

Introduction

At VIP Computer Centre Ltd, we are committed to building successful, long-term relationships with our suppliers. We work collaboratively to ensure that products and services are delivered efficiently, ethically, and to the highest standards. Our approach is commercially focused, but always underpinned by ethical and legal principles. By adhering to this Code, we protect both our business and our reputation, as well as those of our partners.

We ask all suppliers to take appropriate steps to meet the standards set out in this Code, including communicating these standards to relevant individuals within their organisations. Any concerns about compliance should be raised with us directly and will be treated confidentially wherever possible.

1. Health & Safety

Ensuring the health and safety of everyone we work with is fundamental to our business performance and long-term success. No task is so important that it cannot be done safely.

- Suppliers must comply with all applicable laws and regulations regarding occupational health and safety.
- Suppliers must provide a clean, safe, and healthy workplace, designed to prevent accidents, injury, and illness.
- Suppliers working at VIP premises must work in a way that assures their own safety and the safety of others, and comply with all relevant health and safety requirements, including our policies and procedures.
- Regular and recorded health and safety training must be provided to employees, including new or reassigned workers.
- Any emergencies or incidents that may impact VIP activities must be reported promptly.
- Suppliers will facilitate reasonable health and safety inspections by VIP and provide accurate performance information when requested.

2. Employment & Human Rights

VIP expects suppliers to uphold the highest standards of human rights and employment practices.

- Suppliers must comply with all applicable employment laws and regulations.
- Forced labour, child labour, discrimination, and harassment are strictly prohibited.
- Fair wages, working hours, and conditions must be provided in accordance with legal requirements.
- Suppliers should promote diversity, inclusion, and equal opportunities within their workforce.

3. Environmental Protection

VIP is committed to reducing environmental impact and expects suppliers to do the same.

- Suppliers must comply with all relevant environmental laws and regulations.
- Suppliers should have policies and procedures in place to minimise environmental risk, including waste management, pollution prevention, and resource efficiency.
- Where possible, suppliers should work towards recognised environmental management standards, such as ISO 14001.
- Suppliers should support VIP's sustainability goals and provide data on environmental performance when requested.

4. Ethical Business Practices

VIP requires suppliers to conduct business ethically and transparently.

- Bribery, corruption, and anti-competitive behaviour are strictly prohibited.
- Suppliers must protect confidential information and respect data privacy.
- Suppliers must comply with all applicable laws regarding tax, intellectual property, product safety, and export controls.
- Suppliers should have processes in place to identify and manage risks related to conflict minerals and other sensitive supply chain issues.

5. Managing Compliance

VIP expects suppliers to monitor compliance with this Code and to take corrective action where necessary. Suppliers should be prepared to provide evidence of compliance, such as certifications, policies, or audit reports, upon request.

Contact

If you have any concerns or questions about this Code, please contact VIP Computer Centre Ltd directly at ethicsandcompliance@vip-computers.co.uk

We are committed to working together to ensure our business relationship is sustainable, ethical, and successful.

Reporting Information – VIP Computer Centre Ltd

If you are ever unsure about the right course of action to comply with the principles outlined in our Supplier Code of Conduct, please seek guidance before proceeding. Suppliers are encouraged to discuss any questions or concerns with their main point of contact at VIP Computer Centre Ltd. Alternatively, you may contact our Compliance Team directly at ethicsandcompliance@vip-computers.co.uk to raise a concern or ask a question.

VIP Computer Centre Ltd is committed to protecting anyone who makes a report in good faith from any form of retaliation. All reports are taken seriously and will be investigated promptly and thoroughly.

Signed by Managing Director

Harpreet Sahni

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