


INTRODUCTION

Addleshaw Goddard (AG) is committed to having as positive an impact as possible on the world around us. Our suppliers are key partners in delivering our services and achieving our strategic objectives. Therefore, we are committed to developing an accountable and transparent supply chain – ensuring that our suppliers share our commitment to responsible and sustainable business practices.

This Responsible Procurement Policy (Policy) sets out our expectations and requirements for responsible procurement and applies to all our end-to-end procurement activities across the Firm. It focuses on the areas where our suppliers can have the greatest influence, and it covers the internal processes, systems, and governance that support our procurement function.



OUR PRINCIPLES

We operate guided by the following key principles:

- **Fairness:** We treat all our suppliers fairly and respectfully, without discrimination or favouritism. We ensure that our procurement processes are transparent, consistent, and objective. We respect the confidentiality and intellectual property rights of our suppliers. We pay our suppliers on time and in accordance with the agreed terms.
- **Collaboration:** We work in partnership with our suppliers to achieve mutual benefits and shared goals. We communicate clearly and openly with our suppliers throughout the procurement lifecycle. We encourage dialogue and consultation with our suppliers on issues of common interest.
- **Accountability:** We take responsibility for our procurement decisions and actions. We monitor and measure the performance of our suppliers and ourselves against the agreed criteria. We report on the outcomes and impacts of our procurement activities to our stakeholders.
- **Innovation:** We seek new and better ways of delivering our services by leveraging the expertise, creativity, and technology of our suppliers. We foster a culture of learning and development among our suppliers and within our procurement function.

OUR APPROACH TO RESPONSIBLE PROCUREMENT

At AG, our culture and values are central to our growth and success. Our Board-approved Responsible Business Strategy is structured around five key pillars – Colleagues, Community, Climate, Commercial, and Conscience. Each of these pillars represents a cornerstone of what responsible business means to us:



COLLEAGUES

Fostering a great place to work for our people.



COMMUNITY

Contributing to the communities in which we operate.



CLIMATE

Reducing our environmental impact and working towards Net Zero.



COMMERCIAL

Collaborating with clients and suppliers.



CONSCIENCE

Upholding strong governance and accountability.

This Policy aligns with these five pillars and translates them into action. Below, we outline our commitments in each area and what they mean for our suppliers in practical terms.





COLLEAGUES

For AG, this means being a responsible employer and fostering a diverse, inclusive, and healthy workplace. We focus on prioritising the wellbeing and development of our people, promoting diversity, equity, and inclusion (DE&I), and maintaining a work environment that is safe, fair, and respectful. We have robust policies and training in place to uphold ethical employment practices – including a zero-tolerance approach to modern slavery and human trafficking in our business and supply chain, as well as strict standards for health & safety.

For our suppliers, this means upholding high ethical employment standards across their workforce and supply chains, including preventing modern slavery, ensuring fair and lawful labour and health & safety practices, promoting DE&I, and providing safe, inclusive and respectful working environments.



CLIMATE

For AG, this means playing our part to address climate change as a key priority. We are committed to reducing our carbon footprint and aim to become a Net Zero business by 2045. To guide our path, we have adopted science-based targets to reduce our Scope 3 greenhouse gas emissions by 51.6% per full-time employee by 2030, and by 97% per full-time employee by 2045. Because a significant portion of our environmental impact comes through our supply chain, we collaborate closely with our suppliers on sustainability, focusing on those relationships where environmental risk or carbon impact is highest, or where we can achieve the greatest positive change.

For our suppliers, this means responsibly managing their environmental impacts by complying with environmental laws, measuring and reducing emissions, setting carbon reduction targets, and adopting resource-efficient practices and circular economy practices. It also means sharing environmental data with us, where requested, on a timely basis.



COMMUNITY

For AG, this means contributing to the communities where we operate through charitable initiatives, employee volunteering programmes, and pro bono legal services. We support social enterprises and encourage local sourcing to strengthen community ties. By investing in our communities and collaborating on social initiatives, we create shared value and positive social impact beyond the Firm's immediate business activities. Our aim is to increase the number of social enterprises and local businesses considered in our procurement processes.

For our suppliers, this means supporting their local communities and creating social value by engaging responsibly with small and minority-owned businesses, social enterprises and initiatives, respecting the rights and welfare of the communities in which they operate, and supporting AG's community initiatives.



COMMERCIAL

For AG, this means working with a wide range of suppliers who play a critical role in supporting our business and enable us to deliver high quality services to our clients. In selecting and managing our suppliers, we seek to build strong, fair and transparent commercial relationships with organisations that share our responsible business values and collaborate with them to advance our respective responsible business journeys.

For our suppliers this means applying equivalent responsible business values, standards and processes within their own organisations and supply chains, demonstrating how these are implemented in practice, and working collaboratively with us and others to identify and deliver opportunities for continuous improvement.



For AG, conscience means embedding strong governance, ethical decision-making and clear accountability into how we make procurement decisions, manage risk and work with our suppliers. In a complex and volatile environment, this approach helps protect the integrity, resilience and long-term success of our Firm, while ensuring we act fairly, lawfully and in line with our values. During the procurement lifecycle we look beyond cost and service delivery, and consider the environmental, social and ethical conduct of our suppliers.

For our suppliers, this means operating lawfully and ethically at all times (including in relation to anti-bribery, corruption, and financial crime laws), demonstrating integrity and transparency in business dealings, complying with our Supplier Code of Conduct, and participating in supplier monitoring where required.



IMPLEMENTING THIS POLICY

- **Proportionate Approach:** We work with a diverse supplier base across multiple tiers, ranging from strategic and high risk suppliers to lower risk and transactional relationships. We recognise that a one size fits all approach is neither practical nor effective. Our responsible procurement approach is therefore proportionate and risk based, with the level of engagement, due diligence, monitoring and reporting expectations applied reflecting factors such as spend, criticality, geographic footprint, sector risk and potential environmental, social or ethical impact.
- **Due Diligence:** Our teams conduct appropriate due diligence to ensure prospective suppliers' values, performance and conduct align with our own. This may include questionnaires, requests for information on certifications or awards, reference checks, and audits of suppliers' practices.
- **Supplier Code of Conduct:** AG has a [Supplier Code of Conduct](#) (Code) which sets out the minimum standards we require from suppliers in relation to environmental, social, and governance issues. We ask all relevant suppliers of goods and services to AG to agree to the Code. We expect suppliers to monitor their own compliance with the Code and promptly report any actual or suspected breaches of the Code or relevant laws to us (or to relevant authorities) at the earliest opportunity.
- **Supplier Management:** AG monitors and evaluates suppliers' performance in responsible business areas throughout the contract lifecycle (including metrics like their carbon footprint, diversity statistics, and compliance records) through methods such as audits and discussion at regular account management meetings. Where we identify areas for improvement, we engage constructively with the supplier to encourage and support corrective actions or capacity building to address any gaps. In conjunction with our third-party sustainability ratings partner (EcoVadis), we target suppliers for enhanced monitoring and benchmark their ongoing responsible business performance, identifying strengths and opportunities for improvement. Our target is that 90% of those suppliers undergo a credible sustainability assessment (via EcoVadis or an equivalent) by 2030, and we track this metric as a KPI.
- **Training:** Our procurement team is empowered to further our responsible business aims through regular training and guidance on this Policy. 100% of our procurement team are (and will continue to be) trained on relevant responsible procurement and environmental topics and have annual responsible procurement objectives. We also offer support to suppliers and other stakeholders to raise awareness of responsible business best practices.
- **Accountability:** We encourage anyone who has any concerns or complaints about our responsible procurement practices, or those of our suppliers, to report them in the first instance to their primary AG contact. If that is not appropriate, then they can be reported through [Safecall](#), our anonymous reporting helpline. We will investigate and respond to any reports promptly and confidentially. We will protect the rights and interests of anyone who reports any issues in good faith and in line with the Firm's whistleblowing policy.
- **Scope and Oversight:** This Policy applies to all procurement activity undertaken by AG around the world. Our Head of Procurement and Head of Responsible Business are responsible for the content and implementation of this Policy, and for identifying processes and practices to help AG achieve the targets set out in it. We review and update the Policy at least annually to ensure it remains effective and in line with best practices, and we communicate it both internally and externally to raise awareness and understanding among all stakeholders.

For more information about Responsible Business at Addleshaw Goddard, please visit our [website](#).

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