



LGC Supplier Code of Conduct

Introduction

A commitment to high ethical standards has been at the heart of LGC since we started as the UK ‘Laboratory of the Board of Excise’ testing the integrity of products in 1842. Today, as an international leader in the life science tools sector, it is important our commitment to the highest professional and ethical standards is understood and embedded throughout our business and supply chain. Therefore, LGC wishes to conduct business and build relationships with suppliers who share our core values of “integrity” and “respect”. LGC expects to work with suppliers that act with honesty and integrity in all business interactions and work with us to improve standards.

This Supplier Code of Conduct sets out our expectations of suppliers that provide goods and services to LGC*. All suppliers are expected to commit to this Code of Conduct as a condition of doing business with LGC and ensure that it is communicated to their employees and subcontractors.

Following laws and regulations

Suppliers shall act at all times in full compliance with applicable laws, rules and regulations and in a manner that does not result in LGC being put in a position where it does not itself comply with applicable laws, rules and regulations.

Labour standards

Hiring and employment practices

Suppliers’ hiring practices must include verification of worker’s legal right to work in the country and ensure that all mandatory documents, such as work permits, are available. In addition, a written contract should be made available to each worker that clearly communicates the conditions of employment in a language understood by the employee. LGC suppliers must not discriminate against employees in hiring, promotion, salary and performance management on the basis of race, colour, gender, religion, nationality, age, disability, political affiliation, union membership, sexual orientation, maternity or marital status of the employee. LGC suppliers are expected to support diversity and equal opportunity in their workplaces.

Modern slavery

LGC does not tolerate slavery, servitude, forced or compulsory labour (known as “modern slavery”) or human trafficking in its supply chain. Suppliers must not engage in modern slavery of any kind. Suppliers are required to monitor any third party which assists them in recruiting or hiring employees to ensure that people seeking employment at their facilities are not compelled to work through modern slavery of any kind.

Young workers

Suppliers must not use workers under the minimum legal age of employment in the jurisdiction where work is performed on behalf of LGC. The employment of young workers below the age of 18 shall only occur in non-hazardous work and when young workers are above a country’s legal age of employment, provided that employers shall ensure that all

* When we refer to LGC in this Supplier Code of Conduct we are including LGC Science Group Holdings Limited and all its direct and indirect subsidiaries.

Author: Head of Group Procurement		Issue No. 1
Authorised by: Group General Counsel		4 June 2018
LGC Supplier Code of Conduct		Page 1 of 3

legal requirements including type of work, remuneration, working conditions and education requirements for young workers are met.

Health & Safety

LGC suppliers must provide workers with a safe and healthy work environment and should proactively document and implement appropriate measures such as policies, procedures, education and communication that support accident prevention and minimise health risk exposure for all employees. Where appropriate, suppliers shall provide personal protective equipment together with training on its benefits and use.

Environment

LGC suppliers shall comply with all applicable environmental legislation, regulations and standards and have robust processes in place to identify and eliminate potential hazards to the environment and local community. Additionally, suppliers should seek to minimise their impact on the environment by energy conservation, recycling and appropriate disposal of waste.

Business Integrity

Improper Payments/Bribery

LGC does not tolerate bribery or corruption in any form. Bribery is a form of corruption which involves offering a reward (financial or otherwise) to an individual or enterprise for the purpose of obtaining an improper business advantage. It is not limited to the corruption of government officials.

Suppliers, sub-contractors and agents acting on behalf of LGC are strictly prohibited from giving or accepting bribes, improper payments and favours under any circumstances.

LGC suppliers must comply with all relevant anti-bribery and corruption laws with particular regard for legislation in the UK Bribery Act 2010 and the US Foreign and Corrupt Practices Act 1977.

LGC suppliers must not engage in any activity, practice or conduct which would constitute a tax evasion facilitation offence under the UK Criminal Finance Act 2017 (or any other applicable laws).

Conflict of Interest

LGC suppliers or their employees or representatives must disclose any potential or actual conflict of interest in writing to LGC's Head of Group Procurement at the earliest opportunity.

Participation in sourcing exercises

Where suppliers are invited to participate in sourcing exercises (through formal tenders or requests for proposals/quotations) suppliers shall ensure they are familiar with and conduct themselves in accordance with the LGC Supplier Engagement Policy.

Confidential Information

Proper management of confidential information and personal data is paramount to the success of LGC and its suppliers. LGC suppliers must protect all LGC information, data and

Author: Head of Group Procurement		Issue No. 1
Authorised by: Group General Counsel		4 June 2018
LGC Supplier Code of Conduct		Page 2 of 3

intellectual property with appropriate safeguards. Suppliers may receive LGC confidential information and shall not disclose the confidential information or use the information except as permitted by any relevant agreement, and shall protect the information from misuse or unauthorised disclosure.

Use of LGC company names and logos

LGC suppliers shall not use LGC company names or logos for any purpose without express written authorisation from LGC. This includes, but is not limited to: public announcements, press releases, media activity, advertising, endorsements, customer or client listings and photographs of LGC and its companies' staff, buildings, equipment and branded products in supplier publications.

Supply chain transparency

LGC expects transparency in its supply chain. To monitor this LGC will request documentation from time to time including but not limited to: supplier locations, supplier sub- contractor names and locations and results of audits. Accordingly, LGC suppliers must ensure that documentation is retained to demonstrate compliance with this LGC Supplier Code of Conduct. Additionally, LGC reserve the right to conduct onsite audits, reviews and approve corrective action plans, verify implementation of corrective actions throughout the supply chain and require suppliers to work in a collaborative way to improve overall supply chain standards.

Author: Head of Group Procurement		Issue No. 1
Authorised by: Group General Counsel		4 June 2018
LGC Supplier Code of Conduct		Page 3 of 3