

KINSFOLK & CO

Supplier Code of Conduct

A Foreword from CEO, Paul Brackley

At Kinsfolk & Co, we are guided by our core principles of integrity, sustainability, and community. As a management hospitality company, our mission is to create a lasting positive impact for our partners, guests, team members, and the environment. We implement thoughtful practices across all areas of our operations, ensuring that these values are upheld wherever we work.

Equally, we hold our suppliers to high ethical and sustainable standards, ensuring that the products and services we source align with our values. By building responsible supply chains, we promote partnerships that support social and environmental progress.



Introduction

The Supplier Code of Conduct outlines the expected standards for all suppliers, vendors, and contractors working with Kinsfolk & Co. It reflects our values of integrity, excellence, sustainability, and community.

We expect all of our Supply Partners to adhere to these guidelines and indicate their agreement to comply with the Code.



1. Laws and Regulations:

Suppliers must comply with all applicable laws and regulations concerning labour, health, safety, and the environment. This applies to all workers, including temporary and migrant employees. Suppliers must promptly report any violations that could affect their ability to meet the standards outlined in the Code of Conduct.

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2. Product Quality and Safety - Suppliers must:

- Ensure all goods and services provided are safe, fit for purpose, and compliant with all applicable regulatory and industry standards.
- Implement and maintain quality assurance processes to meet agreed specifications consistently.
- Promptly notify Kinsfolk & Co of any product recalls, defects, or safety concerns and cooperate fully by swiftly implementing corrective actions.



3. Fair and Transparent Pricing - Suppliers are expected to:

- Offer fair, competitive, and transparent pricing that aligns with market conditions and reflective of the quality of goods and services provided.
- Inform Kinsfolk & Co promptly of any changes to cost structures that may affect pricing or contract terms.
- Avoid unethical pricing practices, including price gouging, bid-rigging, and unjustified inflation.

4. ESG (Environmental, Social, Governance) Standards

4.1 Environmental Responsibility - Suppliers must:

- Comply with all applicable environmental laws and regulations.
- Strive to reduce their environmental footprint through energy efficiency, emissions reduction, water conservation, and sustainable sourcing.
- Avoid the use of banned or restricted substances.



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- Support circular practices such as upcycling, recycling, and sustainable packaging.

4.2 Social Responsibility - Suppliers are required to:

Respect human rights and ensure no forced, bonded, or child labour is used.

Prohibit and prevent all forms of sexual exploitation within their operations and supply chains.

Provide safe and healthy working conditions.

Uphold fair wages, working hours, and benefits in line with legal requirements and industry best practice.

Commit to diversity, equity, and inclusion in hiring, management, and advancement.

4.3 Governance - Suppliers must:

Operate with honesty, transparency, and accountability.

Maintain accurate financial and operational records.

Protect confidential and proprietary information shared by Kinsfolk & Co.



5. Conflict of Interest:

Suppliers must not try to gain improper advantage or preferential treatment, or inappropriately influence Kinsfolk & Co colleagues. Suppliers must disclose actual, potential, or perceived conflicts of interest to Kinsfolk & Co prior to entering into any business relationships and immediately upon discovery of a perceived or actual conflict.

6. Business integrity and anti-bribery:

Suppliers must not engage directly or indirectly in any activities that violate applicable anti-bribery, anti-corruption, and anti-money laundering laws. This prohibition includes but is

not limited to giving anything of value, directly or indirectly, to government officials to obtain or retain business. Kinsfolk & Co is committed to doing business with integrity and expects its Suppliers to abide by the highest standards and have appropriate procedures in place to safeguard against bribery and corruption.

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7. Gifts and Entertainment:

Any gifts or entertainment offered by the Supplier must not be utilised, in terms of quality, quantity, or timing, to gain or attempt to gain improper advantages or preferential treatment from Kinsfolk & Co. Suppliers are required to keep accurate records of all exchanges involving gifts and/or entertainment.

8. Confidentiality & Data Protection:

Suppliers with access to Kinsfolk & Co's confidential information must implement policies for proper handling, including processing, storage, and disposal. These measures should prevent unauthorised access and protect against fraud, theft, and destruction. Suppliers are required to use this information solely for authorised Kinsfolk & Co business and comply with privacy laws. Personal use of the information is prohibited, and any data security breaches must be reported to Kinsfolk & Co immediately.

9. Delivery and Timeliness - Suppliers Must:

- Deliver goods and services in full, on time, and to the location(s) specified in agreements or purchase orders.
- Notify us of any delays or issues affecting delivery timings as early as possible.
- Collaborate on contingency plans where supply chain disruptions arise.

10. Outsourcing and Subcontracting:

Suppliers cannot subcontract or outsource services or products supplied to Kinsfolk & Co without prior written approval. Upon approval, suppliers must ensure compliance with contractual obligations and this Code regarding outsourcing and subcontracting.



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11. Harassment:

Suppliers must ensure a respectful workplace by prohibiting violence, threats, harassment (including sexual), retaliation, and any other inappropriate behaviour.

12. Health and Safety

Suppliers must comply with all applicable occupational health and safety laws applicable to Supplier's employees and their suppliers and business partners.

13. Business Continuity and Contingency Planning:

Suppliers are required to create, uphold, and regularly test their business continuity and disaster recovery plans, ensuring they align with relevant regulatory and contractual service level obligations.



14. Acknowledgment and Acceptance:

All Suppliers must review, sign, and return an acknowledgment of this Supplier Code of Conduct. By doing business with Kinsfolk & Co, Suppliers affirm their commitment to uphold the standards herein.