

# Supplier Code of Conduct

**moto**

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## MOTO SUPPLIER CODE OF CONDUCT

Moto Hospitality Limited's ("**Moto**") Purpose is to "*Brighten People's Journeys Through Life*". Our values help us shape the winning culture that we are aspiring to achieve. Values help hold us all responsible for ensuring that every decision we make is in line with the values that we have collectively created. Our values affect every aspect of what we do, not only for our Colleagues but also for our customers.

Moto is committed to its values of "*Do The Right Thing*" and "*Set the Bar High*", amongst others, and acting ethically and with integrity in all its business relationships, including in its dealings with its supply chain.

This **Supplier Code of Conduct** sets out the standards and principles which we expect our suppliers to comply with.

### 1. Laws, Ethical Standards and Human Rights

The supplier shall comply with all laws and regulations applicable to its business including those relating to human rights and employee rights at work.

### 2. Employment Standards

a) *Child Labour*: The supplier shall comply with all national legislation regarding the employment of children.

b) *Modern Slavery*: The supplier shall not make use of any forced or compulsory labour. The supplier shall not engage in human trafficking or exploitation, or import or use goods tainted by slavery, servitude, forced or compulsory labour or human trafficking. The supplier shall not retain employees' government-issued identification, passports or work permits as a condition of employment.

c) *Compensation and Working Hours*: The supplier shall comply with all respective national laws and regulations regarding working hours, wages and benefits. The supplier shall ensure that its workers are paid lawful wages, including overtime, premium pay, and equal pay for equal work without discrimination. The supplier shall not make any disciplinary deductions from pay.

d) *Discrimination*: The supplier shall not discriminate based on the following grounds including but not limited to race, religion or belief, disability, age, sex, sexual orientation, gender reassignment, marriage, civil partnership, pregnancy, or maternity. The supplier shall treat its employees with fairness, dignity and respect. The supplier will not perform or tolerate any form of physical, sexual, psychological or verbal harassment or abuse, or victimisation or bullying, within its workforce.

e) *Freedom of Association*: The supplier shall respect the rights of workers to associate or not to associate with any group, as permitted by and in accordance with all applicable laws and regulations.

f) *Employment Status*: The supplier shall only employ workers who are legally authorised to work in their location and facility. The supplier shall ensure that it validates all employees' eligibility to work status through appropriate documentation.

### 3. Health & Safety

The supplier shall comply with all applicable occupational health and safety regulations and provide a work environment that is safe and conducive to good health, in order to preserve the health of employees and prevent accidents, injuries and work-related illnesses. The supplier shall ensure that all workers receive communication and training on emergency planning and safe work practices. The supplier shall have systems to prevent, detect and respond to potential risks to the safety, health and security of all employees.

### 4. Bribery, Corruption and Improper Payments

The supplier shall comply with all international anti-bribery and anti-corruption standards, as stated in the United Nations' Global Compact, and all local anti-corruption and anti-bribery laws, including The Bribery Act 2010 in the United Kingdom. In particular, the supplier may not offer services, gifts or benefits to Moto employees in order to influence their conduct.

### 5. The Environment

- a) The supplier shall comply with all applicable environmental laws, regulations and standards.
- b) The supplier shall take steps to implement an effective system to identify and reduce as far as possible any potential hazards to the environment.
- c) The supplier shall strive to support Moto's current **Environmental Social and Governance ("ESG")** objectives through the products and services it delivers. In this regard, the supplier shall take energy efficiency and environmental protection appropriately into account in its own operations, for example, by setting its own energy efficiency and environmental goals and achieving them.

### 6. The Supplier's Business Partners and Supply Chain

- a) So far as possible, the supplier shall take steps to ensure that any third party (including any person, business partner, agent, sub-contractor, corporate or unincorporated body) who supplies goods to, or performs services for, the supplier, in connection with the supply of any goods or services to Moto, shall also adhere to the standards and obligations set out in this Supplier Code of Conduct.
- b) The supplier shall accordingly take steps to ensure so far as possible that it imposes on any such third party its own supplier code of conduct which includes obligations and standards equivalent to those imposed on the Supplier in this Supplier Code of Conduct.

### 7. Tax

The supplier shall comply with all relevant tax legislation, shall not engage in any activity, practice or conduct which would constitute unlawful tax evasion facilitation in accordance with

the Criminal Finances Act 2017 and shall maintain such policies and procedures as are reasonable to prevent the facilitation of tax evasion by associated persons (including without limitation employees).

#### **8. Compliance with this Supplier Code of Conduct**

The supplier will provide all such co-operation as Moto reasonably requires in order to confirm compliance with this Supplier Code of Conduct.