



PUNCH

Supplier Charter



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OUR PRIORITY SUSTAINABLE DEVELOPMENT GOALS



Danny Hawkins
Commercial Services
& Procurement Director

Punch Pubs prides itself on being a responsible business that has sustainability embedded at the heart of its strategy.

We want to work with businesses, both large and small, that share our commitment to a better world, and we need to make sure our values are upheld throughout the supply chain. This Charter clearly sets out the minimum standards that we expect from our suppliers.

The standards are broken down into four themes of Labour and Human Rights, Environment, Business Ethics and Sustainable Procurement.


These themes touch on a range of important subjects, including working conditions, forced labour, climate change, information security and our suppliers' own procurement practices.

The themes and subjects are aligned with a number of frameworks for Environmental, Social and Governance (ESG), including the 10 principles of the United Nations Global Compact, ISO 26000 and many others.

Perhaps most importantly, these themes are centred around the 17 United Nations Sustainable Development Goals, shown above, which define a roadmap to ending poverty, inequality and climate change by 2030.

We understand that many of the subjects in this Charter are highly complex and we are ready to help our suppliers where possible.

By working together, we believe we can create a brighter future for our people and the planet.



LABOUR AND HUMAN RIGHTS

FORCED AND CHILD LABOUR

Suppliers will not use forced or involuntary labour of any type - e.g. forced, bonded, indentured or involuntary prison labour.

Suppliers will ensure that their hiring practices are in conformance with the UK's Modern Slavery Act (2015), or equivalent in the operating country. This will ensure compliance with the legal working age and avoid any exploitation of workers.

FAIR EMPLOYMENT

Suppliers should provide a workplace free from harsh and inhumane treatment, sexual harassment, abuse, mental or physical coercion, verbal abuse or the threat of any such treatment. It is expected that suppliers document disciplinary procedures and grievances.

FREEDOM OF ASSOCIATION

Suppliers should commit open and inclusive dialogue with their employees and their representatives. Employees should be free to join labour unions, seek representation, join works councils and engage in collective bargaining.

MODERN SLAVERY

Modern slavery is a heinous crime that affects communities and individuals across the globe and will not be tolerated. Suppliers must ensure that their supply chain is transparent about the process through which it manages its employees.

In the UK suppliers are required to comply with the Modern Slavery Act (2015).

WORKING HOURS

Regular employment should be provided. Working hours must not be excessive. Overtime should be voluntary and not excessive. Employees should be provided with advance notice that overtime hours may be necessary.

The UK Government mandates that your employees must not work more than 48 hours a week, normally averaged over 17 weeks. This can be overridden if an employee voluntarily consents.

WORKING CONDITIONS

Suppliers should provide safe and hygienic working conditions. Access to clean toilet facilities, drinking water and sanitary food storage facilities must be provided.

WAGES

As a minimum, wages and benefits should meet national legal standards. Wages should be enough to meet basic needs and provide some discretionary income.

Employees should receive all statutory benefits mandated by law, including, but not limited to, pension benefits, annual leave and bank holidays.

NON-DISCRIMINATION

Suppliers must not discriminate when recruiting, compensating, training, promoting or terminating on the basis of all protected characteristics, including but not limited to, race, national or social origin, gender, age, physical characteristics, disability, union membership, religion, family status, pregnancy, sexual orientation, gender identity, gender expression or any unlawful criterion. This is applicable to all employees, contractors and sub-contractors.

Suppliers will not discriminate any employee, and all will be treated with respect. Suppliers should have a policy that enforces respect for all and a process for employees to report discrimination for investigation and resolution.

GENDER EQUALITY

Suppliers must comply with gender pay gap reporting legislation where applicable and develop plans to provide equal opportunities to employees, irrespective of their gender.

Case Study: Annual completion of the gender pay regulations are required by the Government. Punch ensures that we do not have any pay disparity on the grounds of gender or ethnicity. On completion, the results are taken to Punch's Executive Team to discuss, review and sign off.

DIVERSITY AND INCLUSION

Suppliers should promote an inclusive and supportive workplace, exercise equal treatment and encourage diversity.

Case Study: Punch has developed an Equity, Diversity & Inclusion (ED&I) Charter. The Charter centres on empowering a growth mindset that brings together and celebrates the most diverse personalities and backgrounds in a forward-looking way so all our people can thrive and where #everyoneiswelcome.



ENVIRONMENT

ENVIRONMENTAL MANAGEMENT

Suppliers will take steps to manage and reduce their impact on the environment. At a minimum, suppliers must comply with all applicable environmental laws, regulations and sound industry practices, such as requirements regarding chemical and waste management and disposal, recycling, industrial waste-water treatment and discharge, air emissions controls, environmental permits and environmental reporting.

Suppliers should have a complete and effective environmental management system (EMS) that is in accordance with well-recognised standards, for example ISO 14001. Adhering to and documenting the actions listed above would be categorised as an EMS.

CLIMATE CHANGE

Suppliers should make efforts to measure and reduce their direct and indirect greenhouse gas (GHG) emissions which contribute to climate change.

Targets should be established by suppliers to reduce these emissions, ideally to net-zero. It is encouraged to have targets approved by the Science-Based Targets initiative (SBTi) which is an independent body that regulates claims against emissions reduction to avoid any greenwashing claims.

WASTE

All waste should be handled, moved, stored, recycled, re-used and managed in compliance with local laws.

Case Study: Punch is particularly passionate about how waste is managed throughout our business and to reflect that, **we have a target of zero waste to landfill by the end of 2028, faster if we can.**

WATER MANAGEMENT

Suppliers should have programmes for the conservation of water and must, at a minimum, comply with local laws relating to water emissions.



ENERGY MANAGEMENT

Suppliers should have programmes in place for the efficient use and conservation of energy. Ideally, energy from renewable sources should be used either via onsite generation or third-party providers.

NOTE: Renewable energy refers to energy derived from natural sources that is replenished at a higher rate than it is consumed.

TRANSPORTATION

Suppliers should seek to minimise the environmental impacts arising from transportation and logistics choices.

NOTE: The use of electric vehicles in logistics would be one option when looking to reduce the carbon impact of shipments.

BIODIVERSITY

Suppliers should have measures in place to minimise any impact on the natural diversity of plants and animals and, ideally, put in place regenerative practices to restore biodiversity.

NOTE: It would be beneficial to establish a relationship with a charity to support the creation and management of biodiversity hubs. This would ensure our wildlife have a thriving ecosystem to prosper.

RESOURCE CONSERVATION

Suppliers should conserve natural resources in their operations and sourcing practices. Materials should be reused and recycled where possible. Products and packaging should be 100% recyclable by household standards and any single use plastic avoided where possible.

Suppliers should obtain materials from certified sources and/or use sustainable alternatives. Products should never be obtained from ancient, endangered or illegal sources.



BUSINESS ETHICS

Suppliers must not practice or tolerate any form of fraud, corruption, extortion, embezzlement or money laundering.

Suppliers must not accept or offer bribes or any unlawful incentives from/to business partners and/or public officials.

CONFLICTS OF INTEREST

Suppliers should make decisions free of any conflict of interest. A conflict of interest is where personal interests compete, or appear to compete, with the ability to perform or exercise impartial judgement.

Example situations which would constitute a conflict of interest include:

- Failure to investigate a concern raised due to an existing working relationship
- Having inside and confidential information when bidding for work with Punch, which could influence the final outcome
- Promoting a product to Punch because it is run by a family member.

FAIR COMPETITION

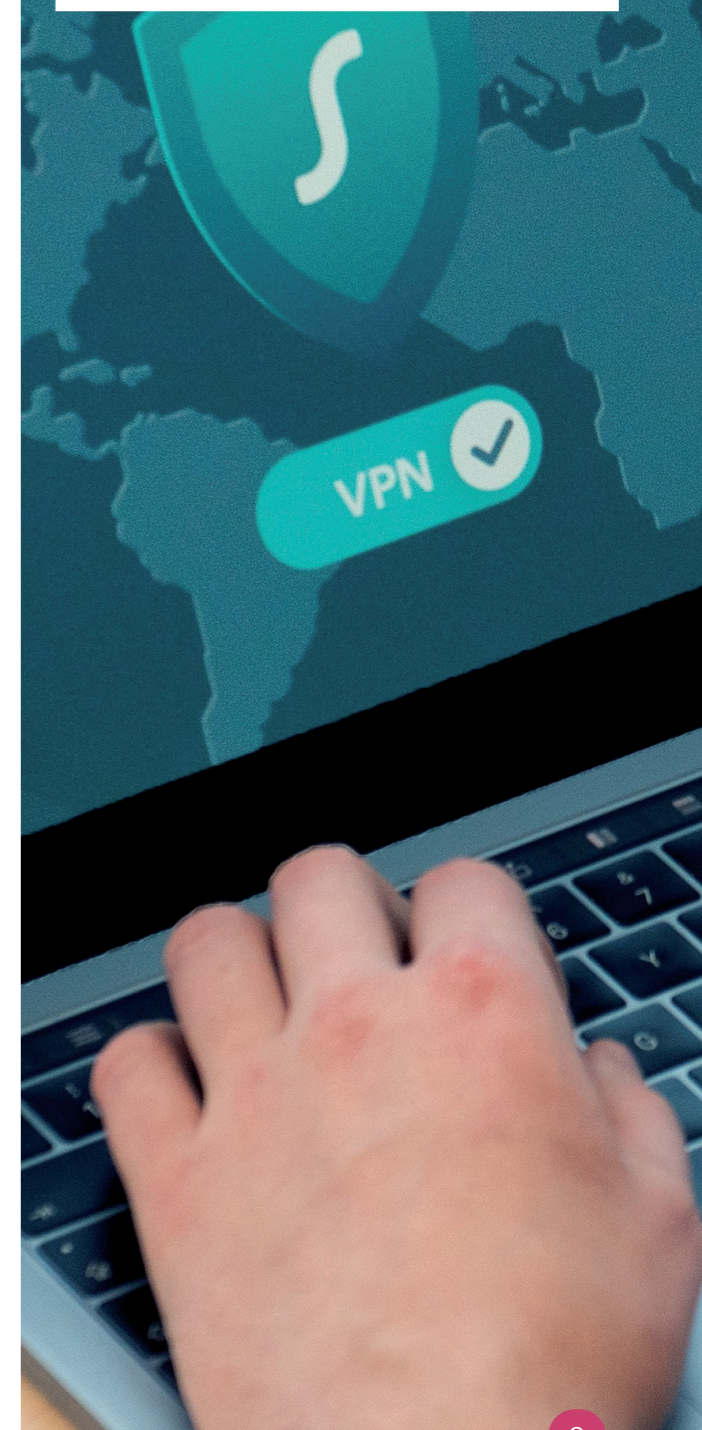
Suppliers should conduct business in compliance with fair competition and applicable anti-trust laws.

HOSPITALITY AND GIFTS

Save for gifts of low value and which are mere tokens, suppliers should not accept or offer gifts. Local laws should be followed, as gifts given inappropriately may violate these. Hospitality and gifts must be legal, within policy limits (for the giver and receiver), not cash or a cash equivalent, transparent and documented.

BUSINESS CONTINUITY PLANNING

Suppliers must have a business continuity plan in place which is regularly tested, documented and reviewed.



INFORMATION SECURITY

Suppliers must have appropriate controls in place to manage the risks to proprietary and third-party information entrusted to our business.

INTELLECTUAL PROPERTY

Suppliers must safeguard and use confidential information appropriately and in compliance with all applicable legislation and regulation, ensuring that intellectual property rights are respected.

DATA PRIVACY

Suppliers must ensure that the data privacy rights of employees, customers and business partners are respected.



Photograph courtesy of Jude's.

SUSTAINABLE PROCUREMENT

SUSTAINABLE PROCUREMENT PRACTICES

Suppliers are expected to implement sustainable sourcing practices within their own organisation, ideally aligned with the sustainable procurement standard **ISO 20400**.

Suppliers should be aware of and make every effort to comply with this Charter. Responsibility belongs to those who trade with Punch to ensure that standards are upheld throughout the supply chain.



NON-COMPLIANCE

PROCESS

An honest and productive working relationship with all suppliers is the key goal for Punch. We are at different stages of our journey to become more sustainable, but it is important that each supplier takes the necessary steps to ensure progress is made in adhering to this Charter.

Where not adhered to, this could have a determinental impact on the environment, our business and could even limit future trading between Punch and the respective supplier.

The supplier acknowledges and agrees that:

- Punch may request to visit a supplier's Head Office or Distribution Centre to discuss the categories covered in this Charter. This reflects the importance of sustainable business practices at Punch.

YOUR CONTACT TEAM



Commercial Services & Procurement Director
- **Danny Hawkins**
✉ danny.hawkins@punchpubs.com



Business Development Director
- **Steve Worrall**
✉ steve.worrall@punchpubs.com



Strategic Corporate Affairs & ESG Lead
- **Jon Dale**
✉ jon.dale@punchpubs.com



Labour HR Director
- **Laura Cavendish**
✉ laura.cavendish@punchpubs.com



Business Ethics Legal & Governance Manager
- **Donna Gracey**
✉ donna.gracey@punchpubs.com



Sustainable Procurement Commercial Manager
- **Matt Roberts**
✉ matt.roberts@punchpubs.com