



RESPONSIBLE PROCUREMENT POLICY

This Policy applies to all purchases of goods or services made by or on behalf of Herbert Smith Freehills LLP.

1.1 OUR COMMITMENTS:

Where reasonable and practical we endeavour to:

- engage with suppliers to apprise the sustainability of goods and services supplied.
- listen to suggestions put forward by suppliers of ways in which we can, through changes to our purchasing choices or ways in which we use products supplied to us, minimize our own environmental footprint.
- use sustainability criteria, where appropriate, in the award of contracts, including asking potential suppliers to identify and price alternative more sustainable products or services.
- avoid causing or contributing to adverse human rights impacts through our own activities and address such impacts where they occur and seek to prevent or mitigate adverse human rights impacts that are directly linked to our operations, products or services through our business relationships with suppliers.
- be provided with goods and services that comply with all applicable local laws relating to protection of the environment, maintenance of persons' health and safety, non-discrimination and protection of internationally recognised human rights.
- deal with all our suppliers and potential suppliers fairly and ethically and in accordance with this policy.
- understand our suppliers policy on responsible procurement and if they do not have one to engage with them on the advantages of having such a policy in place.
- ensure our suppliers understand our approach to diversity and inclusion within HSF and to seek partnerships with vendors who actively champion similar values/support our aims and values within their own organisation.

1.2 EXPECTATIONS OF OUR SUPPLIERS:

- engage with us on social, ethical and environmental issues and provide relevant information on performance where requested.
- maintain and apply in practice effective policies and procedures to manage environment, health and safety and social and ethical issues encountered in their business.
- seek ways to honour the principles of internationally recognised human rights and avoid causing or contributing to adverse human rights impacts through their own activities.
- use responsible business practices and comply with all applicable local laws and mandatory requirements concerning environmental protection (including energy efficiency), human rights and health and safety of persons in the workplace.

- monitor and wherever possible take action to reduce any adverse sustainability impacts from the operations of organisations in their own supply chain.
- to fully comply with local regulations on diversity and inclusion where relevant, and we encourage our large suppliers to leverage an inclusive list of suppliers on Herbert Smith Freehills' behalf.

1.3 GOVERNANCE AND ACCOUNTABILITY:

We propose to:

- communicate this Responsible Procurement Policy to our key suppliers.
- review this Responsible Procurement Policy at regular intervals, to determine areas for improvement.
- inform our clients of more sustainable alternatives with respect to goods and services that we procure from our supply chain on their behalf, where appropriate.
- track the sustainability performance of key suppliers in our supply chain at regular intervals through communication with suppliers and through consultation with credible, independent expert resources.
- discuss improvements with suppliers found to be falling below the requirements outlined above or the other principles of sustainable business and corporate responsibility relevant to their business.
- if agreed improvements are not delivered within an agreed timeframe, consider terminating our relationship with that supplier, taking into account credible assessments of potential human rights or other adverse impacts of doing so.
- recognise the successes of our suppliers in reaching or surpassing their own sustainability goals.

Ian Cox

Regional managing partner – UK, US and EMEA

Signed.....