**Sustainable Procurement & Supplier Code of Conduct**

A person with brown hair

AI-generated content may be incorrect.

**Bo Suto**

**Operations & Sustainability Director**

**Purpose**

An **Environmental Management System (EMS)** is a framework that organizations use to manage their environmental impact, comply with regulations, and improve their environmental performance.

The primary purpose of an EMS is to ensure that effective environmental processes are in place and to confirm that your organization is collectively progressing towards its environmental targets, aiding in the achievement of practical and achievable environmental objectives.

A core component of an EMS is a **sustainable procurement process**, which reflects a company's commitment to mitigating its social and environmental impact through its supplier network.

Sustainable procurement requires those responsible for purchasing and managing supplier relationships to include an additional step in the supplier selection process. This step involves assessing and reviewing the suppliers' environmental credentials and their approach to social and ethical issues.

This document details Scientific Group's approach to sustainable procurement, a fundamental element of the Group's EMS.

Please be aware that this process undergoes continuous review and improvement, so we recommend checking back regularly.

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**CMAP Supplier Database**

We encourage everyone to use our supplier database in CMAP in the CRM > Contacts > Companies module > custom ***Sustainability View***.

Please note that this is a growing database, we are adding in more and more information to every supplier account, including climate friendly credentials.

When you need to order a product or a service, have a look at the database and check whether we've already worked with a supplier that offers the products or services you are looking for. You can do that by filtering or sorting the relevant columns within the Sustainability View.

You'll find a Microsoft Form below that should be submitted when a new supplier account needs to be created in CMAP.

The same form can also be used when supplier details need to be updated. For example, if you are unhappy with a service or product and you think we shouldn't use that supplier again, submit the form and let us know that the supplier shouldn't be marked as a *Preferred Supplier*.

Please note that once the form is submitted an email will be sent to Finance and Operations with the supplier details. The supplier database can only be updated by Finance and Operations.

Whenever it is possible we should work with suppliers that have climate friendly credentials, however, picking the ‘best’ or ‘most suitable’ supplier is not always a straightforward process, you need to consider multiple factors, quality, price, speed of service, sustainability, etc. We are currently working on developing a detailed guide that should assist everyone with the decision making process.

For now, our aim is to review all suppliers that we have worked with in the past or are currently working with and update/populate our CMAP database to make it as valuable to you as possible.

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Please note that this is a growing database, and we are continuously adding more information to each supplier account, including climate-friendly credentials.

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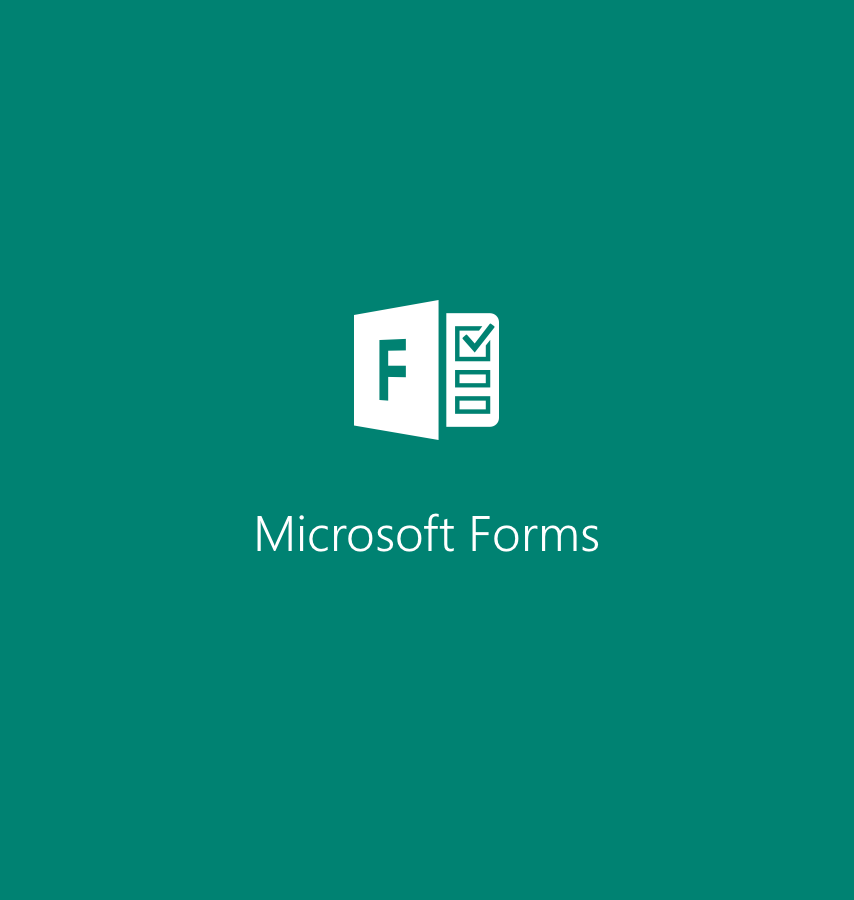
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For now, our aim is to review all suppliers that we have worked with in the past or are currently working with and update/populate our CMAP database to make it as valuable to you as possible.

CMAP Sustainability View

**CMAP Supplier Information MS Form**



**Supplier Code of Conduct**

**Purpose**

A supplier code of conduct serves as a set of guidelines and expectations that a company establishes for its suppliers. Its primary purpose is to ensure that suppliers adhere to ethical, social, and environmental standards in their operations. A supplier code of conduct helps a company maintain its values and reputation by ensuring its supply chain operates responsibly and ethically.

We are currently exploring the most effective methods to communicate the agency's supplier code of conduct to our external providers.

**Scientific Group Supplier Code of Conduct**

At Scientific Group, we recognize that our suppliers play a critical role in helping us achieve our mission of driving medical communications towards a more sustainable future. We are committed to upholding the highest standards of environmental stewardship, human rights, and sustainable business practices — and expect our suppliers and business partners to share this commitment.

This Supplier Code of Conduct outlines our expectations across four key areas:

**Environmental Responsibility**, **Ethical Labour Practices**, **Economic Sustainability**, and **Compliance & Collaboration**.

**1. Environmental Responsibility**

We expect our suppliers to demonstrate environmental responsibility in alignment with ISO 14001 principles. This includes:

* Complying with all applicable environmental laws, regulations and standards
* Taking active steps to reduce environmental impacts related to energy use, carbon emissions, resource consumption and waste
* Promoting the use of environmentally preferable materials, including recycled, recyclable or sustainably sourced products
* Avoiding unnecessary packaging and reducing reliance on single-use plastics
* Encouraging circular economy practices where applicable
* Setting measurable environmental objectives and tracking progress.

**2. Ethical Labour Practices**

Suppliers must uphold internationally recognized human rights and labour standards. We expect:

* Compliance with all applicable labour laws and standards
* Prohibition of forced labour, child labour, modern slavery and all forms of discrimination
* Provision of fair wages, benefits and working hours
* Ensuring safe, healthy and inclusive working environments
* Respecting freedom of association and collective bargaining rights
* Supporting diversity, equity and professional development opportunities.

**3. Economic Sustainability**

We seek suppliers who operate ethically and contribute positively to their communities and industries. This includes:

* Maintaining transparent and honest business practices, including anti-bribery and anti-corruption measures
* Supporting local economic development and ethical sourcing practices where possible
* Investing in innovation and continuous improvement, particularly in reducing environmental impacts
* Partnering with clients and stakeholders to build a more sustainable medical communications sector.

**4. Compliance & Collaboration**

* Suppliers must agree to provide relevant information, audits or assessments upon request to demonstrate compliance with this Code
* Any actual or suspected violations of this Code should be reported promptly to Scientific Group
* We encourage a spirit of transparency, trust and continuous improvement.

**Suppliers as Interested Parties**

As part of our ISO 14001 Environmental Management System, Scientific Group has identified suppliers as key **interested parties**. Your sustainability practices, policies and performance have a direct influence on our ability to meet our environmental objectives and commitments — including our *Science Based Targets* and our compliance with relevant environmental regulations.

We ask our suppliers to:

* Engage with us constructively on environmental and sustainability issues
* Understand that climate change is a shared responsibility and consider it a factor in your own decision-making and goal setting
* Inform us of any significant changes to your sustainability practices that may affect our partnership.

We value the role our suppliers play in helping us deliver high-quality, ethical and sustainable medical communications. By adhering to this *Supplier Code of Conduct*, you contribute to a resilient, responsible and future-focused supply chain.

We appreciate your commitment and look forward to working together to raise standards across our industry.

Here is the downloadable version: