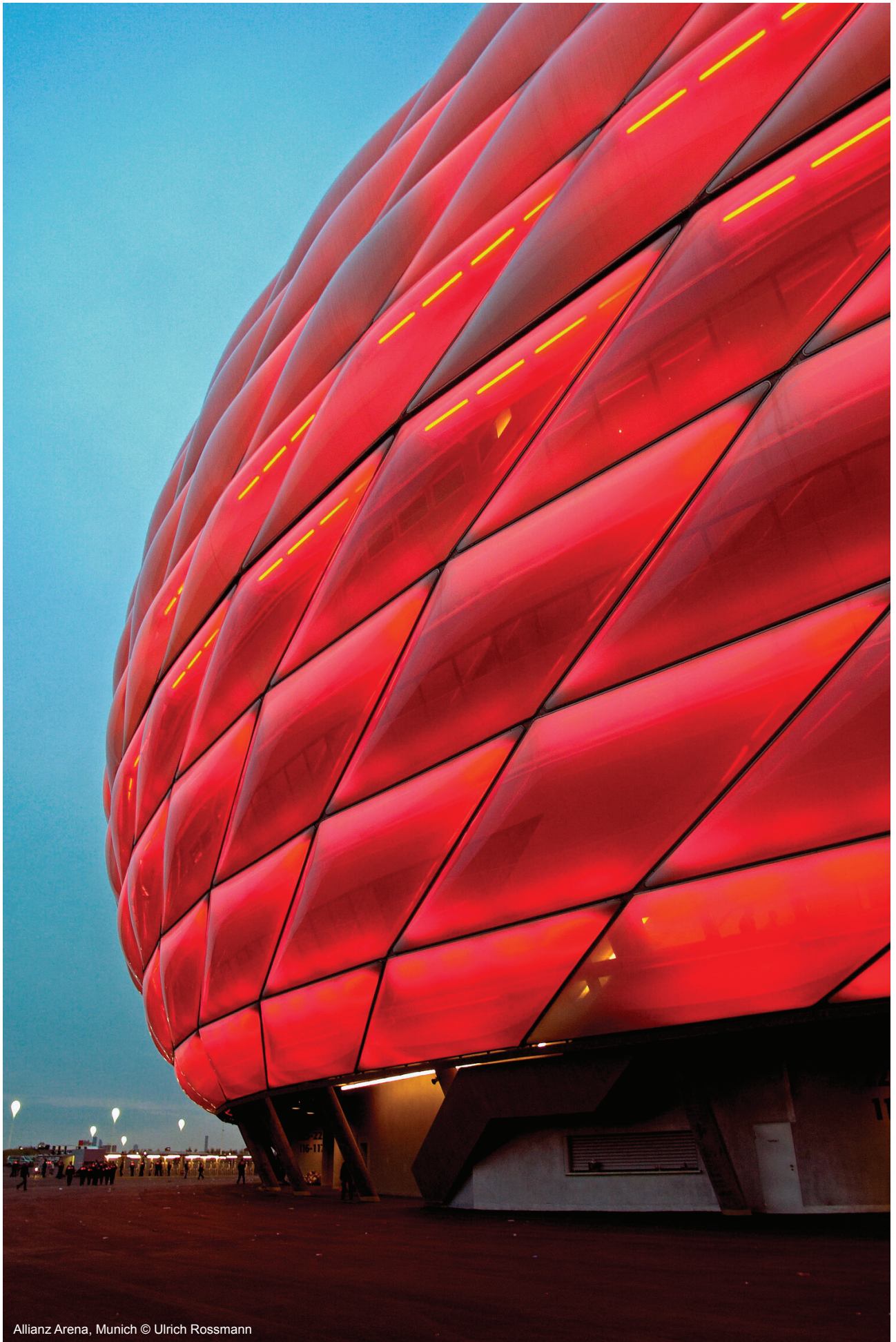


Supplier Code of Conduct



Allianz Arena, Munich © Ulrich Rossmann

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Supplier Code of Conduct

Purpose

Arup is a global collective of designers, consultants and experts dedicated to sustainable development. We use technology, imagination and rigour to shape a better world - to strengthen communities, build resilience and advance climate action. Responsible sourcing is fundamental to this purpose – our procurement activity will ensure compliance with all applicable laws and adherence to internationally recognised Environmental, Social and Governance (ESG) standards.

Scope

We can't shape a better world alone; Arup's suppliers must also share this commitment to uphold the highest standards of integrity and a vision for a sustainable future. Our Supplier Code of Conduct represents this vision and reflects [Arup's corporate policies and commitments](#). It sets out our expectations for our suppliers, distributors, resellers, contractors and subcontractors and their supply chains (herein collectively referred to as "Suppliers").

Acknowledgement and Acceptance

A Supplier's acceptance of a purchase order or commencement of their supply of goods and/or services constitutes the Supplier's acceptance to this Supplier Code of Conduct. Arup will seek to identify and prioritise Suppliers who share these values, and reserves the right to cease doing business with any Supplier who does not. This Supplier Code of Conduct may be amended by Arup. Its enforcement and/or interpretation rests solely with Arup.

Payment Practices, Ethical Business Practices, Anti-Bribery & Anti-Corruption and Anti-Fraud

How we conduct our work is as important as our projects and business outcomes. In a complex world we must support straight and honourable dealings, including fair and reasonable payment practices.

We will not tolerate any form of illegal activity, including tax evasion, bribery, corruption, fraud, dishonesty, misrepresentation, anti-competitive behaviour or deception in our supply chain.

Supplier will:

- Act ethically and honestly when providing company information, including details on ownership, structure, capabilities and experience
- Comply with all applicable laws, regulations, sanctions, financial, tax and other obligations
- Pay its own suppliers in a timely manner
- Prevent tax evasion in its within its own supply chains
- Have effective policies and controls in place to detect and prevent bribery, corruption, economic crime (including fraud and/or false accounting), misrepresentation, and/or any other forms of dishonest behaviour, either directly or through third parties/associated persons (such as employees, contractors, suppliers)
- Submit accurate bids, quotes, pricing and tenders etc.
- Only submit payment requests and invoices that accurately reflect work performed and/or goods supplied in accordance with the agreed contract and/or purchase order
- Never offer, request or accept/ receive improper payments, bribes or inducements, including facilitation payments
- Cooperate fully with any investigations into suspected illegal activity or misconduct and where legally permitted, report suspected illegal activity or misconduct to Arup (including via the SpeakUp platform)

Conflict of Interest

Our suppliers must operate open and fair competition and must tell us immediately should they become aware of any previous, current or potential future conflict of interest that they may become aware of in the course of their relationship or their work with us.

Supplier will:

- Ensure conflicts of interest do not impact their relationships with Arup
- Operate policies and procedures to identify any conflicts of interest
- Notify Arup immediately of any actual or potential conflict of interest together



Health and Safety

Health and safety is central to realising the excellent work that happens around Arup every day. Arup strives for zero harm in everything we do. Our suppliers should be committed to prevent and manage health and safety risks, by meeting all applicable standards of physical and psychological health, safety and wellbeing.

Supplier will:

- Make sure that compliance with the applicable workplace health, safety and environment laws and regulations is treated as the minimum standard
- Manage and reduce risks through effective systems and processes, with appropriate investment, systems, equipment, information, and training
- Maintain a culture of care, striving for continual improvement in their health and safety systems and approach
- Provide a positive working environment that is safe, is conducive to good health, and protects and promotes physical and mental wellbeing
- Always report any unsafe designs, acts, conditions, incidents and close calls promptly
- Provide employees with appropriate workplace health and safety information and training, including written health and safety information and warnings, in their primary language
- Avoid using materials or substances that may be harmful to health either during their manufacture, use or disposal
- Identify, evaluate, control and reduce employee exposure to physically demanding tasks or environments, including manual material handling, heavy lifting, prolonged standing, highly repetitive or forceful assembly tasks, loud noise and poor light
- Ensure that their subcontractors have appropriate health and safety standards and are competent (adequate skills, experience, knowledge, training, and resources) to carry out the proposed work



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Beijing China Central TV New Headquarters © Arup

Employment and Working Conditions

Human Rights, Employment and Labour Practices

Every member of our organisation is valued. Arup recognises the principles of the [UN declaration on Human Rights](#), and we expect suppliers to also support and respect the protection of internationally proclaimed human rights.

Supplier will:

- Uphold recognised principles on human rights across its whole organisation
- Comply with the relevant labour-based legislation for their countries of operation
- Respect the land, resource and cultural rights of local communities and indigenous groups
- Prohibit confiscation of workers original identification documents and use of worker-paid recruitment fees
- Ensure at least statutory minimum wages (or if none, a realistic living wage) are paid
- Ensure wages and benefits paid for a standard working week meet, as a minimum, national legal standards
- Provide their employees with appropriate training, promote ethical conduct and equal opportunity



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Modern Slavery

Modern slavery is an overarching term that includes forced labour, servitude, slavery, and the trafficking of people. Our suppliers must actively seek to ensure modern slavery does not feature in our supply chain.

Supplier will:

- Not engage in any way with human trafficking, nor support or work with organisations that engage with human trafficking activities
- Use only voluntary labour and prohibit any form of child, forced, bonded or prison labour
- Report any actual or potential cases of modern slavery and exploitation identified within the supply chain
- Implement appropriate due diligence procedures to check for modern slavery and exploitation
- Undertake risk assessments of their operations and supply chain to identify and reduce risks of modern slavery



Equity, Diversity and Inclusion (EDI)

The diversity of our talent and the common values and culture we share make us who we are. Arup recognises the importance of inclusive working environments, where everyone has a positive sense of belonging. Such environments, based on fairness, respect and reducing inequalities allows people to contribute to work, and harnesses creativity and diversity. We intend to work with suppliers who share these values.

Supplier will:

- Treat everyone fairly, with dignity and respect, and identify and address all inappropriate behaviour or discrimination
- Prohibit discrimination on the grounds of a common identity or protected characteristic
- Promote equal opportunities for all individuals, regardless of their diversity characteristics, abiding by applicable laws and regulations and enabling reasonable adjustments/accommodations
- Support diverse and small suppliers, appropriate to the nature and scale of their business



Probity of Information

We expect our suppliers to comply with data privacy requirements and to uphold the confidential and/or commercially sensitive nature of information and assets.

We require our suppliers:

- To comply with data protection and privacy laws
- To keep confidential information belonging to Arup, clients or other third parties secure and only share or disclose it if consent has been obtained and it is appropriate to do so
- To handle such data consistent with security industry standard



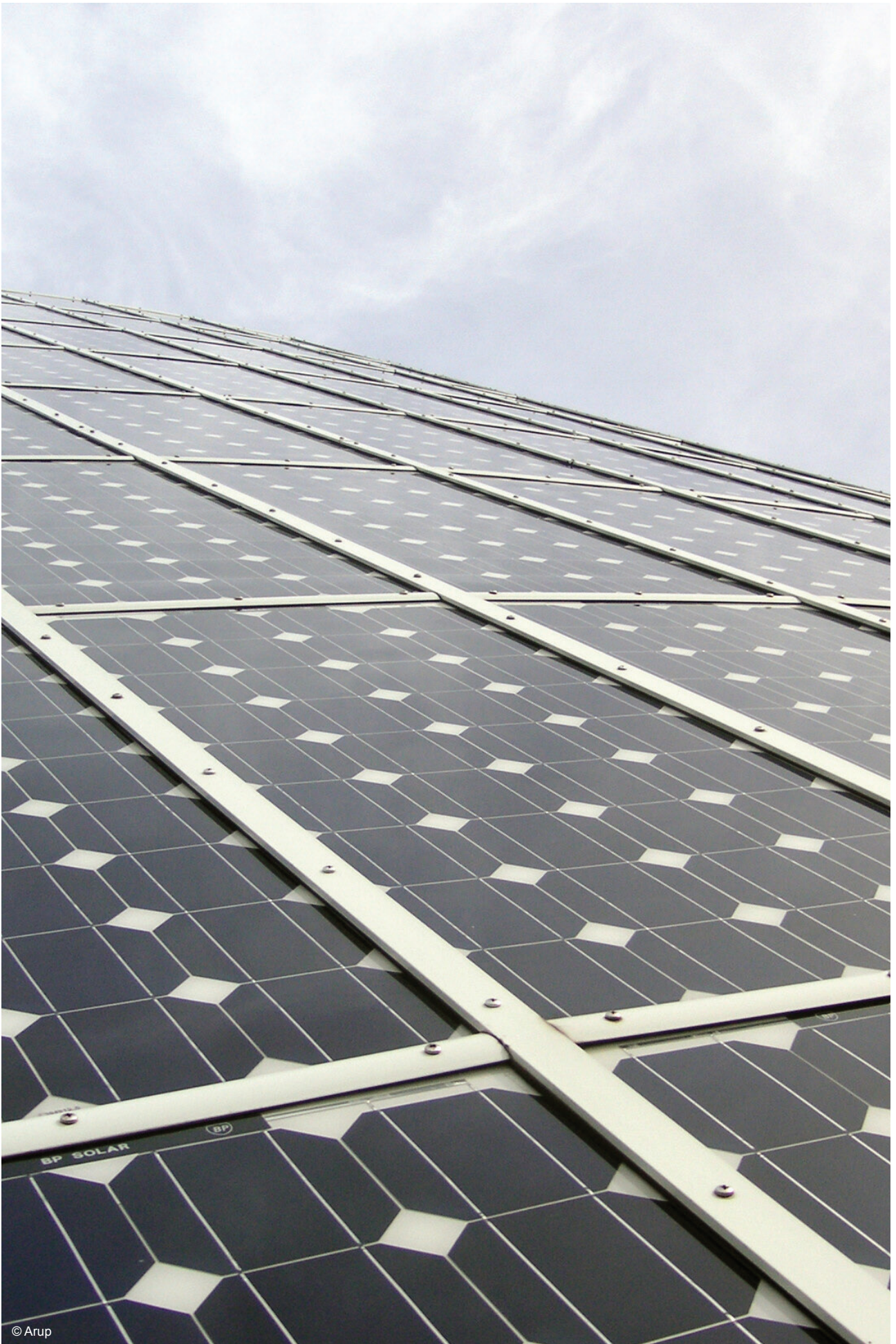
Climate, Nature and Environment

Arup recognises that addressing climate change, nature loss and finite resources are fundamental to achieve an equitable, sustainable, and resilient future for all. We expect suppliers to share this view, and together collectively accelerate the transition to a net zero carbon economy and restore nature.

Arup has committed to be a [Net Zero organisation by 2040](#) through the Science Based Targets initiative and ambitious near and long-term emissions reduction targets across our full value chain emissions.

Supplier will:

- Have processes in place to comply with all local and national environmental laws, regulations and directives of the countries they are working in, manufacturing in or trading with
- Report any breaches or accidents to appropriate bodies
- Actively avoid causing environmental damage through own operation and supply chain
- Identify innovation and opportunities for environmental improvement, including products and services, to Arup
- Measure, monitor and review their environmental performance, and actively work towards reducing impacts, including greenhouse gas emissions, waste, energy and water consumption
- Where requested, work with Arup to disclose their emissions and climate reduction activities, or demonstrate an action plan to be able to
- Evaluate climate risks and opportunities and be working towards climate resilience measures
- Engage its own supply chain on sustainability impacts



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Reporting Code of Conduct Violations

Should suppliers have concerns that any parties, including Arup, are acting in ways that are not compliant with this Code of Conduct they are encouraged to discuss their concerns with their Arup contact if comfortable to do so.

If a Supplier is not able or willing to discuss concerns with Arup directly, or if they feel their concerns have not been adequately dealt with, they can use Arup's Whistleblowing procedure - [Speak Up](#) - to report any concerns. This is a safe and publicly available channel for anyone who works with us, or for us, to disclose any concerns they have about the conduct of our business.

To report - <https://speakup.arup.com/>

For more information read our full Speak Up Procedure documents - <https://www.arup.com/about-us/corporate-reports/speak-up-procedure-whistleblowers/>



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The Arup Supplier Code of Conduct is reviewed annually or sooner if required.
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