

## **Inntel Ltd Supplier Code of Conduct**

Inntel are the UK's largest independent meetings & travel management company.

For over 35 years we've been selecting venues, managing events, sourcing travel and accommodation, exceeding the expectations of hundreds of companies along the way. Our reputation has been built on integrity, excellence in customer service and delivering a quality product.

This Code of Conduct sets out the standards required from our suppliers and those within their supply chain who assist them in performing their obligations to us. All references in this Code of Conduct therefore include the supplier's sphere of influence, including any approved subcontractors that the supplier uses to deliver goods, services and works to us. We expect our suppliers to comply with applicable laws, and adhere to the principles set out in this Code of Conduct.

### **Ethics:**

Inntel Ltd.'s Anti-Bribery Policy complies with the requirements of the Bribery Act 2010 and our expectation is that our suppliers and supply chain adhere to relevant legislation and support our endeavours in this area.

Suppliers must note that Inntel Ltd operate on an ethical basis in all of our activities and we take all reasonable steps to ensure bribery is prevented, either by those working for Inntel Ltd or associated with it, including third parties and agents. Inntel Ltd therefore has in place procedures and systems to prevent and detect corruption and bribery.

Any financial inducements that are accepted from suppliers (gifts, vouchers, flowers, wine, chocolates etc) are awarded to Inntel and not to the individual person. All rewards are recorded, in accordance with Inntel Ltd.'s Anti-Bribery Policy and are equally divided between all staff in the Company, as appropriate.

We expect all of our suppliers to conduct their business to the highest ethical standards, including comply with relevant legislation and we will not tolerate fraud, bribery, corruption and prohibited business practice.

Any supplier found to be in breach of relevant legislation and /or Inntel Ltd.'s own Anti Bribery Policy could face removal from Inntel Ltd.'s supplier database.

### **Human Rights**

Inntel Ltd has a zero tolerance approach to slavery and human trafficking and it expects it's suppliers and contractors to uphold the same values. It will not conduct business knowingly with anyone engaged in slavery and human trafficking practices or knowingly permit them to be carried out in any part of its business.

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our operations; and we require

our suppliers to do the same. We believe that suppliers have a key role to play in combating these crimes and that all of the suppliers we work with must take all possible steps to ensure that human trafficking and modern slavery are not taking place in any of its supply chains or its own operations. We will not maintain relationships with suppliers involved in human trafficking or modern slavery, and confirm this is a material consideration in selecting and evaluating our new and existing supplier relationships.

## Environment

Intel Ltd are committed to promoting a broader sustainability agenda. Our impact on the environment stems largely from our office-based operations and we believe that managing the implications of our activities is an integral part of good management practice and responsible corporate governance.

We expect our suppliers to promote environmental responsibility and to comply with environmental laws and regulations.

## Proprietary Info

As a supplier, you have an important role in helping sustain our confidence in our organisation through maintaining confidentiality. Any information (including commercial and technical information) you receive as our supplier must be kept confidential and never used for personal gain. In accordance with our Confidentiality Policy appropriate non-disclosure or confidentiality agreements are, and will continue to be used, to formalise the process of protecting corporate information. We expect you to safeguard any customer and employee information and communications, protecting such information as required under your contracts with us and this Code of Conduct.

## Regulation and Legislation Compliance:

- Have the capability to comply with all applicable regulation and legislation (and any subsequent revisions) , including but not limited to:
- Modern Slavery Act 2016
- The General Data Protection Regulation 2016
- Environmental Protection Act 1990

**Where a supplier operates outside the UK, policies and procedures must meet our corporate standards, while ensuring compliance with local country requirements and applicable legislation where relevant.**

## Supplier Code of Conduct Compliance Commitment

We hereby confirm that we have received, read and understood the content of Intel Ltd.'s Supplier Code of Conduct.

We commit to comply with Intel Ltd.'s Supplier Code of Conduct, take the responsibility to inform all our concerned employees about the content in Intel Ltd.'s Supplier Code of Conduct and to make sure they comply with the Code accordingly.

If we, any representative of my company, subsidiary or subcontractors, have questions concerning the meaning or application of Intel Ltd.'s Supplier Code of Conduct, or have anything to report, we know that we should contact the Company, knowing that our questions or reports to these sources will be maintained in confidence.