

SUPPLIER CHARTER

Sharing our values and what we need from you

ArmstrongWatson®

Accountants, Business & Financial Advisers

www.armstrongwatson.co.uk





ARMSTRONG WATSON VALUES

We value the business relationships we have with our suppliers and seek to build lasting relationships, treating you fairly and paying promptly. We want to work with suppliers that share our Values and help us deliver our Quest, to create better outcomes.

Our Quest is to help our clients achieve prosperity, a secure future and peace of mind which we do by helping them to have successful and profitable businesses.

Our aim is to work together to achieve the highest standards in our supply chain.

Armstrong Watson operates according to the key values of:



We expect to demonstrate these values when dealing with you, and we ask you to do likewise when dealing with us.

As a responsible business, Armstrong Watson only works with suppliers who share our values of responsible procurement. This applies whether you are supplying us with professional services, IT equipment, stationery, support with events, or anything else.

Whichever product or service that you supply, we are sure that you already take seriously your relevant legal obligations and also the broader ethical issues within the wider supply chain. There isn't anything onerous in what we ask our suppliers to do – just work with us to ensure that our shared supply chains are safe, fair, and without exploitation.

On the following pages you will see what we expect you to do as an approved supplier of Armstrong Watson.

Please confirm your compliance with our approach across these eight areas by completing your details at the end of this document, and signing and returning it to us.

Once completed, we can then add you to our Purchase Ledger and ensure payments can be made without delay once invoices are submitted. Without a signed compliance form, we are unable to make any payments.

References to “suppliers” or “you” throughout this document covers not only our suppliers, contractors, and sub-contractors, but also the people working for them.

PURCHASE ORDER

In order to provide any form of goods or service from Armstrong Watson, you must first obtain a purchase order number which you should quote on your invoice.

Depending on the nature of your supply this may be an individual purchase order for a particular set of goods or services, or an umbrella order covering a range of services over a period of time.

We will not accept or process any invoice that does not carry a purchase order number.

INFORMATION SECURITY

We expect the highest standards of information and cyber security, regardless of whether information belongs to us, our clients, or people outside Armstrong Watson.

We expect that all people who are in contact with data relating to clients or employees of Armstrong Watson will respect the confidentiality of that information.

Everyone has a shared responsibility to keep Armstrong Watson and our clients' information safe, and all IT systems which process digital information secure. Our Privacy policy is available on our website.

MODERN SLAVERY AND HUMAN TRAFFICKING

There should be no place for modern slavery and human trafficking in our world, but these violations of human rights affect millions of vulnerable men, women and children across the world and in the UK. We are committed to working with suppliers who do not tolerate modern slavery in any form.

As a supplier to Armstrong Watson, we expect you to prevent, detect and report modern slavery, ensuring that all people working for you understand the issue of modern slavery.

You must not commit any offence under the Modern Slavery Act 2015 and/or any other applicable anti-slavery, human trafficking or business ethics law or regulation.

You must tell us immediately if you become aware of any behaviour that could lead to a breach of our modern slavery policy or an offence under the Modern Slavery Act 2015 and/or any other applicable anti-slavery, human trafficking or business ethics law or regulation.

BRIBERY AND CORRUPTION

We do not tolerate corrupt practices. We insist on honesty, integrity and fairness in all of our business relationships.

You must not commit any offence under the Bribery Act 2010 or any other applicable anti-bribery, corruption or business ethics law or regulation.

You should tell us immediately if you become aware of any behaviour that could lead to a breach of our anti-bribery or corruption policy or an offence under the Bribery Act 2010 and/or any other applicable anti-bribery, corruption or business ethics law or regulation.

DIVERSITY AND INCLUSION

We do not tolerate discrimination, bullying and harassment of any nature. As an LGBTQ-inclusive organisation, we will not accept any forms of discrimination, bullying and harassment based on gender identity and sexual orientation.

You should tell us immediately if you become aware of any behaviour that is not inclusive.

TAX EVASION

We do not facilitate tax evasion in any of our business relationships.

You must not commit any offence relating to the facilitation of tax evasion under the Criminal Finances Act 2017 and/or any other applicable anti-tax evasion law or regulation.

You must tell us immediately if you become aware of any behaviour that could lead to a breach of our anti-facilitation of tax evasion policy or an offence relating to the facilitation of tax evasion under the Criminal Finances Act 2017 or any other applicable anti-tax evasion law or regulation.

SUSTAINABILITY

We are committed to the use of sustainable practices to preserve and protect the environment. As a minimum, we expect you to comply with all local and national environmental legislation, regulations and directives to protect and improve the environment.

HEALTH AND SAFETY

All suppliers must have a health and safety policy in place to ensure, as far as is reasonably practicable, the health, safety, and welfare of all their employees and others who may be affected by their business (e.g. guests, members of the public, contractors and visitors).



WE LOOK FORWARD TO WORKING WITH YOU

Please confirm your understanding of, and compliance with, the eight areas outlined above by completing your details below. A typed signature is acceptable.

Your business name:

I am duly authorised to complete this on behalf of the supplier.

Signed by duly authorised signatory:

Name of signatory:

Position of signatory:

Date signed: ____ / ____ / ____

We're with you...

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