



SUPPLIER CODE OF CONDUCT

August 2025



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1. Working with Integrity

We expect all supplier personnel to act professionally, courteously, and in a way that reflects positively on both your organisation and PPL PRS.

Please ensure:

- Your conduct supports our reputation and avoids any actions that could damage public trust.
- Behaviour is respectful and never rude, offensive or threatening.

If you're representing PPL PRS in any way, we ask that you:

- Follow our Customer Code of Conduct, which includes acting fairly, honestly, and transparently, as well as accurate information about PPL PRS, pricing, and terms.
- Use our brand voice and guidelines in all communications on our behalf.

2. Legal Compliance and Brand Use

We rely on our suppliers to operate legally and responsibly.

This includes:

- Complying with all applicable laws and regulations relevant to your services or goods.
- Holding the correct music licences under the Copyright, Designs and Patents act 1988, if music is played or performed in your operations.

Please also note:

- You must not use our name, logo, trademarks without written permission.
- Any public reference to PPL PRS must be approved in writing.

3. Respecting Human Rights and Preventing Modern Slavery

We are committed to upholding human rights and expect our suppliers to do the same.

This means:

- No forced labour, child labour, or human trafficking in any part of your business or supply chain.
- Having controls in place to identify and reduce risks of modern slavery.
- Keeping accurate records and sharing evidence of compliance if requested.
- Providing a safe, confidential way for employees to report concerns.

4. Data Protection and Information Security

Suppliers must comply with all applicable data protection laws and our security requirements. Specifically, they must:

- Protect the integrity and confidentiality of all PPL PRS information.
- Use PPL PRS information only for its intended purpose.
- Prevent unauthorised access to or disclosure of information.
- Assist PPL PRS in fulfilling its data controller responsibilities, if applicable.
Maintain appropriate privacy notices and data protection practices.

5. Health and Safety

PPL PRS is committed to a safe, reliable, and sustainable working environment.

Suppliers must:

- Ensure the safety of their own employees and, where applicable, PPL PRS employees.
- Comply with all relevant health and safety laws and regulations.
- Understand and fulfil their health and safety responsibilities.
- Follow all PPL PRS health and safety requirements when on our premises.

6. Anti-Bribery and Corruption

PPL PRS has a zero-tolerance approach to bribery, corruption, and financial crime.

Suppliers must not:

- Offer, promise, give, request, or accept bribes (including cash, gifts, or other incentives).
- Be involved in any form of bribery or kickbacks, directly or indirectly.
- Engage in fraud or any offence under the Economic Crime and Corporate Transparency Act 2023.
- Evade or facilitate tax evasion anywhere in the world, including any offence under the Criminal Finances Act 2017.

Suppliers must comply with the UK Bribery Act 2010, relevant local equivalents, and all applicable industry legislation. They must also ensure their supply chains meet these standards.

7. Conflicts of Interest

Suppliers must disclose any actual or potential conflicts of interest to PPL PRS.

A conflict of interest arises when personal interests interfere—or appear to interfere—with the ability to act in PPL PRS's best interests. This includes outside employment, investments, personal relationships, or affiliations that could compromise objectivity or decision-making.

Suppliers must report any such conflicts to their designated relationship contact and the PPL PRS Governance and Legal team. Failure to disclose may result in a review or termination of the business relationship.

8. Gifts and Hospitality

Suppliers are discouraged from offering gifts or hospitality to PPL PRS staff.

Any offer must be modest, occasional, and appropriate in all the circumstances. All such offers must be recorded and reported to the recipient's manager.

No gifts or hospitality may be offered during procurement, renewal, or negotiation processes. This is strictly prohibited.

9. Equal Opportunities and Inclusion

PPL PRS is an equal opportunity employer and expects the same from its suppliers. Suppliers must not discriminate in any employment practice based on protected characteristics.

Suppliers must:

- Promote fair treatment and equal opportunity.
- Prevent discrimination, harassment, and inequality in the workplace.
- Maintain a zero-tolerance policy throughout their supply chains.

10. Environmental Responsibility

Suppliers must operate in an environmentally responsible and sustainable manner. This includes:

- Complying with all applicable environmental laws and standards.
- Reducing environmental impact through responsible resource use and pollution prevention.
- Monitoring and reducing greenhouse gas emissions and energy consumption.
- Supporting biodiversity and conservation initiatives.
- Demonstrating social responsibility, including fair labour practices and community engagement.

11. Compliance and Reporting Concerns


Suppliers must ensure their employees and subcontractors understand and comply with this Code. Evidence of compliance must be provided upon request.

For questions or to report a concern, potential breach, or conflict, please contact your designated relationship contact or the Legal and Corporate Governance team at:

 **LegalandCorporateGovernance@pplprs.co.uk**

To raise concerns anonymously, contact our independent whistleblowing service:

 **fileaconcern.org/pplprs**

 **0800 988 6818**