



Supplier Code of Conduct

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Public

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Document Revision History		
Version	Date	Description of Change
1.0	10/03/2026	Initial version

PeopleCert Vision, Mission & Values

PeopleCert's vision is to empower organisations and people to achieve what they are capable of. Our mission is to develop global best-practice frameworks and certifications that enhance organisational efficiency and enhance the lives and careers of people.

Guided by our core values — Quality, Innovation, Passion, Integrity, Clarity, and Velocity — we expect our suppliers to reflect these principles by operating ethically, responsibly, and with a commitment to excellence.

1 Purpose & Scope

This Supplier Code of Conduct outlines the minimum standards expected from all suppliers, contractors, consultants, subcontractors and other third parties (“Suppliers”) who provide goods or services to PeopleCert.

This Code applies throughout the entire Procurement Lifecycle, including, without limitation, from onboarding and contracting to delivery, performance, monitoring, renewal and any ongoing supplier engagement with PeopleCert.

Suppliers must comply with this Code in addition to all applicable laws, industry standards, contractual obligations, and any other requirements communicated by PeopleCert. Suppliers shall ensure that this Code is communicated to, and made binding upon, their directors, officers, employees, agents, affiliates, and subcontractors involved in the provision of goods and services to PeopleCert. Suppliers shall remain responsible for ensuring compliance with this Code by such persons or entities. Any breach of this Code by such persons or entities shall be deemed a breach by the Supplier.

2 Ethical Business Conduct

Suppliers must conduct business with integrity, honesty, and transparency. PeopleCert prohibits:

- fraud, deception, or misrepresentation
- falsification of documentation
- unethical behaviour of any kind
- improper influence on decision-making
- false, misleading, incomplete, or off-book recordkeeping

They shall maintain complete and accurate records relating to their activities in connection with PeopleCert and avoid any activity that could compromise impartiality or fairness.

3 Anti-Bribery & Anti-Corruption

PeopleCert has zero tolerance for bribery and corruption. Suppliers shall NOT:

- directly or indirectly offer, promise, give, or accept bribes or improper payments
- provide kickbacks or facilitation payments
- offer gifts, benefits, or hospitality intended to influence decisions
- engage in collusive or fraudulent practices

Any gifts, hospitality, or business courtesies offered or provided in connection with PeopleCert must be reasonable, proportionate, infrequent, and transparently recorded, and must never be offered or accepted with the intent to influence a decision. Cash or cash equivalents (including vouchers or gift cards) are prohibited unless expressly permitted in writing by PeopleCert.

Suppliers must maintain controls to prevent bribery within their operations and comply with all applicable anti-corruption laws, including but not limited to the UK Bribery Act, the U.S. Foreign Practices and applicable EU legislation.

4 Human Rights, Labour Practices & Modern Slavery

PeopleCert is committed to upholding human rights across its global supply chain. Suppliers must ensure:

- no forced, bonded, trafficked, involuntary labour or child labour
- no modern slavery or human trafficking
- fair wages and lawful working hours
- safe and healthy working conditions
- equal treatment, non-discrimination, and respect for workers' rights
- freedom of association (where permitted by law)

Suppliers must also comply with **PeopleCert's Modern Slavery Statement** — available on the PeopleCert website — and demonstrate responsible labour practices throughout their operations and supply chains.

5 Health & Safety

Suppliers must:

- maintain safe worksites
- ensure risk management practices
- provide appropriate training, equipment, and emergency procedures
- comply with occupational health and safety legislation

Accidents or incidents involving PeopleCert personnel or premises must be reported immediately.

6 Environmental Responsibility, Net Zero & Carbon Reduction

In alignment with PeopleCert's sustainability commitments, Suppliers must:

- comply with environmental laws and regulations
- reduce waste and pollution
- manage resources and energy responsibly
- support sustainable and environmentally conscious practices
- minimise negative environmental impacts

Suppliers providing environmentally significant services or products may be required to demonstrate relevant certifications or policies (e.g., ISO 14001).

PeopleCert is committed to achieving net-zero greenhouse gas emissions by 2050. Suppliers are expected to support this objective where relevant to the goods or services provided, through compliance with applicable environmental legislation and reasonable efforts to reduce environmental and carbon impacts over time.

7 Data Protection, Confidentiality & Information Security

Suppliers handling PeopleCert or customer data must:

- comply with GDPR and applicable data-protection legislation
- implement appropriate technical and organisational security measures
- protect confidential and proprietary information
- prevent unauthorised access, disclosure, or misuse
- promptly notify PeopleCert of any actual or suspected data breach affecting PeopleCert data

Suppliers may be required to sign NDAs, DPAs, or complete security questionnaires.

8 Intellectual Property

Suppliers shall respect all intellectual property rights of PeopleCert and shall not use, reproduce, disclose, distribute or otherwise exploit such rights except as expressly authorized in writing by PeopleCert. Upon termination of the relevant agreement or PeopleCert's request, Suppliers shall promptly return or securely destroy all PeopleCert information and shall certify such return or destruction in writing if requested, in accordance with applicable legal and contractual requirements.

9 Subcontractors & Supply Chain Responsibility

Suppliers must not subcontract any PeopleCert-related work without prior written approval from PeopleCert.

Where subcontracting is permitted, Suppliers must ensure that all subcontractors meet the same ethical, environmental, labour, and compliance standards outlined in this Code. The Supplier remains fully responsible for the performance, conduct, and compliance of any approved subcontractors.

PeopleCert reserves the right to request evidence of subcontractor compliance at any time.

10 Conflicts of Interest & Fair Competition

Suppliers must avoid actual or perceived conflicts of interest. Any potential conflict must be disclosed to PeopleCert immediately.

Suppliers shall comply with all applicable competition and antitrust laws and refrain from any anti-competitive practices.

11 Reporting Concerns, Violations & Whistleblowing

Suppliers must report:

- any known or suspected violation of this Code
- unethical or illegal activity
- modern slavery risks
- data breaches
- health and safety incidents

PeopleCert encourages good-faith reporting and prohibits retaliation. Reports can be made confidentially at whistleblowing.hr@peoplecert.org

12 Monitoring & Enforcement

PeopleCert reserves the right to:

- request documentation or evidence for verification purposes
- conduct due-diligence, audit and compliance checks
- require corrective or remedial actions where non-compliance is identified
- restrict, suspend, or terminate the engagement of any Supplier that breaches this Code

Suppliers must promptly notify PeopleCert of any circumstances or changes that may affect their ability to comply with this Code.

Compliance with this Supplier Code of Conduct is a contractual obligation and forms part of the supplier's agreement with PeopleCert.



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