



UK-NSI Co. Ltd.
supplier Corporate Social Responsibility
(CSR)

The latest version of this standard can be obtained on the UK-NSI Co. Ltd. web site

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Revision History

23/01/2020 Reviewer(s): M O'Carroll & P Cunningham

- Document revised redrawn in line with latest standards & requirements all sections updated.

Scope

This document is intended to establish & communicate UK-NSI Co. Ltd.'s expectations for its suppliers Corporate Social Responsibility requirements.

References

1. Green Procurement Guidelines.
2. Conditions of Purchasing.

Items 1&2 can be found at <https://www.uk-nsi.co.uk/suppliers>

3. IATF16949
4. ISO14001
5. ISO45001

Terms and Definitions

CSR - Corporate Social Responsibility & sustainability is a process for companies to integrate social, governance, environmental and supply chain into operations and corporate strategy.

Compliance with the law

The supplier shall comply in all areas, with the laws and regulations in force in all the countries in which it operates. On an environmental level, the supplier shall apply the international standards applicable to its business activities and products.

Support and respect the protection of internationally proclaimed human rights

The supplier shall respect human rights in all the countries in which it operates, including geographical areas where human rights are not yet sufficiently protected. The supplier agrees to work towards preventing situations of complicity or acts of collusion concerning fundamental human rights violations.

Eliminate all forms of forced and compulsory labour

The supplier shall recognise the principle of the freedom of choice of employment. The supplier must not, under any circumstances, resort to forced or compulsory labour. Labour is deemed to be forced or compulsory when it is imposed by means of a threat (withholding of food, confiscation of land, non-payment of salary, physical violence, sexual abuse or non-voluntary prison labour. Suppliers must comply with all aspects of the 'Modern Slavery Act 2015', part of which is to be pro-active in ensuring that the organisation (and its supply chain) do not indulge in any form of Human Trafficking.

Effectively abolish child labour

The supplier shall not employ children in violation of the stipulations of international conventions.

Eliminate discrimination in respect of employment and occupation

The supplier shall not indulge in any discrimination based on culture, nationality, gender, religion, political activities, differing experiences, physical appearance, career paths, age, health or sexual orientation in recruitment and career advancement.

Freedom of Association

The supplier (and its supply chain) shall ensure the right of individuals to come together with other individuals to collectively express, promote, pursue and/or defend common interests such as freedom to join a trade union and take legal industrial action.

Fight against corruption and the prevention of conflict of interests

The supplier shall be committed to working against all forms of corruption. The supplier shall be loyal to its customers and suppliers in order to create and maintain long term relationships. The supplier shall ensure that its employees avoid any situation where a conflict exists between the interests of their company and their personal interests or those of a close relative.

Remuneration

The supplier shall be committed to ensuring that remuneration is at least equal to the minimum amount mandated by law and the guaranteed minimum for the profession or as set down in relevant agreements. The supplier shall acknowledge the principle of equal pay for equally valued and productive work, in particular between men and women.

Working hours

The supplier shall undertake to ensure that the total number of hours worked is equal to or less than the totals set down in the national legislation agreements in the country concerned. The supplier shall be committed to ensuring that break times and periodic days off correspond at the very least, to the minimum conditions set down in the national legislation of the country concerned.

Respect for health and safety at work

The supplier shall be committed to ensuring that effective occupational health and safety policies, based on prevention, are applied at its various sites in the form of concrete action plans that involve each employee at their level of responsibility in the company, including labour and management representatives. Certification to ISO45001 is preferred.

Prohibited substances and materials

The supplier shall ensure that its products, whether standard or specially designed, do not contain any product, material or substance that is prohibited by the legislation or regulations applicable in the supplier's countries and, more generally, in all the countries in which these supplies, products or parts are used.

Conflict Materials

All suppliers that provide products to UK-NSI Co. Ltd. which include Tin, Tantalum or Gold, must confirm that the smelters used have been validated as compliant in accordance with the Conflict-Free Sourcing Initiative (CFSI) and listed on the Conflict Minerals Reporting Template (CMRT), please refer to: -

<http://www.responsiblemineralsinitiative.org/reporting-templates/cmrt/>

Environmental Management

UK-NSI Co. Ltd. is an ISO 14001 certified company and due to its commitments to stakeholders and its own Environmental Management System, expect partnership and co-operation within the supply-chain.

We expect the supplier to establish and implement an Environmental Management System (EMS) and to put a system in place for undertaking a wide range of environmental conservation activities. Set your own goals and targets and carry out activities toward the achievement of those goals and targets. Certification to ISO 14001 is preferred

Compliance with environment related laws/regulations and fulfilment of administrative procedures. Identify laws/regulations related to your company's activities as well as community and customer requirements and make necessary responses or actions. Obtain the necessary permits and licences, submit notifications and reports, appoint persons with responsibility and fulfil all relevant administrative procedures.

Prevention of environmental pollution

Identify chemical substances that affect, or could affect human health or ecosystems, manage them in a safe manner and reduce the use of these chemical substances. Identify events that could cause environmental pollution accidents and strive to prevent them. Assume situations in which accidents have occurred and make the necessary preparations to mitigate effects. Safely dispose of wastes via proper means and strive to conserve living and natural environments.

Advancement of Global warming countermeasures

Strive to save energy throughout all business activities, including development, manufacturing, transport and administrative activities. Strive to develop and disseminate products that contribute to energy savings.

Advancement of Resource saving measures

Strive to conserve water and other resources used in all business activities, including development, manufacturing, transport and administrative activities. Strive to develop and disseminate products that contribute to resource savings, including products that are more compact and lighter, and have longer service life and simplified packaging and containers etc. Implement a 3R (Reduce, Re-use, Recycle) policy for wastes.

Preservation of Biodiversity

Ascertain the impact of biodiversity of your company's business activities, provision of products and services to customers and procurement of parts, raw materials and services from suppliers and take steps to preserve biodiversity. In addition to these guidelines, we ask that your company acts based on UK-NSI Co. Ltd or Customer Green Procurement Standards.

General:

UK-NSI Co. Ltd. expects suppliers and contractors to have environmental initiatives to improve environmental performance on the following:

- Reduction of Greenhouse gas (GHG) emissions
- Reduction in energy use
- Reduction of VOC emissions
- Reduction of volume of waste generated
- Elimination in use of Banned Substances and Reduction in the use of Restricted Substances
- Initiatives to conserve natural resources

Management of Restricted/Prohibited Substances

UK-NSI Co. Ltd. recommend the use of Global Automotive Declarable Substance List (GADSL) and any customer specific substance list for prohibited and restricted substances to assure all materials and processes in use for products provided to UK-NSI Co. Ltd. do meet, or exceed, all applicable environmental laws and regulations of the jurisdictions in which the supplier does business. It is required that all parts supplied to UK-NSI Co. Ltd. will meet those requirements listed in GADSL or in lists issued by UK-NSI Co. Ltd customers.

Control Of Substances Hazardous to Health (COSHH)

- In compliance with our customer requirements, certain chemicals/substances must not be used. These would normally be identified to the supplier, but it requires mutual discussion and agreement to identify such substances.
- Certain substances that are used but are restricted shall also be identified in similar manner as above, but the use of which, should be limited.
- In addition to customer requirements, Control of Substances Hazardous to Health Regulations should be adhered to for all substances which enter UK-NSI Co. Ltd. premises.
- Material Safety Data sheets for all substances which enter UK-NSI Co. Ltd. premises for the first time should be issued to UK-NSI Co. Ltd. purchasing department before the substance is delivered.
- To avoid unnecessary risk to people or the environment, all instructions on the material safety data sheet regarding transport, storage, use and disposal shall be followed.

Registration, Evaluation, Authorisation and restriction of CHemicals (REACH)

Regulation (EC) No 1907/2006

This regulation applies to all UK-NSI Co. Ltd suppliers, whether they supply products, materials, substances, preparations, articles, packaging or other defined goods or services. It is not restrictive to chemicals or to the automotive industry and in this respect, suppliers are recommended to carefully consider their approach to this important legislation and their quality of communications with UK-NSI Co. Ltd. before deeming the regulation not applicable to them.

All suppliers must comply fully with the requirements of REACH to include, but not limited to the following:

- Identification of the REACH representative
- Confirmation of understanding the REACH obligations
- Confirmation that all products* supplied will be compliant with statutory requirements, including with their supply chain.
- Immediate notification to UK-NSI as soon as noncompliance is known* with any regulatory updates/amendments to the candidates list or substance restriction/prohibitions.
- Confirmation of, and information on, the presence of substances of very high concern (SVHC) >0.1% w/w
- Confirmation of and information on any 'intended releases' from articles
- Provision of Material Safety data Sheets (MSDS) in accordance with (Article 31) of the regulation to include the identification of substances, concentrations, risk phrases and risk management measures such a safe use** consideration.
- Responsibility is with the supplier for compliance with all relevant regulatory updates/amendments.

* Product (includes Substances, Preparations and Articles)

** Use (Safe storage, use and disposal)

Failure to do so will result in termination of supply

End of Life Vehicles Regulations (ELV)

All suppliers of components and materials that will be included in end of life vehicles, must comply fully with the End-of-Life Vehicles Regulations to include, but not limited to, the following:

- Prohibition of heavy metals

The supplier shall ensure that materials and components of vehicles put on the market do not contain Lead, Mercury, Cadmium or Hexavalent Chromium except in the cases listed in Schedule 1 of the 2003 ELV Regulations (reported via IMDS) Some vehicles such as motor cycles are not included in ELV regulations, however, suppliers must comply with all other applicable legislation, regulations and directives, together with any specific requirements relating to vehicles not included in ELV regulations but agreed with UK-NSI Co. Ltd.

- Coding Standards (ELV)

Polymeric material & component code marking, if applicable, will be specified on drawings.

E.g. Inner Case>PP-TX40<, Lens >PMMA<

(Code used for identification of materials and components suitable for re-use and recovery)

- Product recycling

Suppliers are encouraged to apply ISO standards for recyclability & sustainability during design wherever possible. (Reduce, Re-use, & Recycle by design)

International Material Data System (IMDS)

IMDS is the automobile industry's material data system. It is a data system used primarily by automakers and OEMs (Original Equipment Manufacturers) and suppliers to manage regulatory material compliance of vehicles and vehicle parts. All materials used for automobile manufacturing are collected, maintained, analysed and archived in this system. As a standard practice in the automotive industry, materials are reviewed against certain environmental requirements and standards, such as the Global Automotive Declarable Substance List (GADSL), End-of-Life Vehicles (ELV) directive, the Restriction of Hazardous Substances (RoHS) directive and other similar requirements. We use the information reported through the IMDS to confirm all materials contained in supplier parts are compliant with international material directives and regulations.

The European End-of-Life-Vehicles (ELV) Directive 2000/53EC imposes specific rules for Materials used in cars. All suppliers of UK-NSI Co. Ltd. are responsible for ensuring that the ELV directive is complied with and need to inform UK-NSI Co. Ltd. about the contents of every part delivered to UK-NSI Co. Ltd. through the IMDS. Suppliers are required to report the contents of the products they supply to UK-NSI Co. Ltd. in the IMDS under **IMDS number 7034**.

Refer to the following link for more information about IMDS:

<https://www.mdsystem.com/imdsnt/startpage/index.jsp>

Responsibility rests with the supplier in the event of components being supplied to UK-NSI Co. Ltd. do not conform to the relevant statutory requirements.

Suppliers relationships with its own suppliers

The supplier shall endeavour to obtain from its own suppliers, an agreement similar to the one it is signing with UK-NSI Co. Ltd. through this document.

Company
Name
Position
I agree to respect UK-NSI Co. Ltd. requirements regarding social & environmental responsibilities	
Signature: -
Date: -	