

PUBLIC

SUPPLIER CODE OF CONDUCT

Updated December 2025

1. Introduction and Purpose

Oxford Innovation Limited (OI Space) is committed to managing its network of innovation centres responsibly. Our business practices are centred around a commitment to all stakeholders, which includes our employees, clients, customers, suppliers, and the environment. This approach ensures that we conduct our operations with social responsibility as a primary consideration.

It is in everyone's interest to behave ethically and responsibly in business, considering the impact of business decisions on society and the environment. With our Environmental Social and Governance (ESG) ambitions and the standards we set, partnering with suppliers who share our ESG goals is crucial.

This Code of Conduct outlines the standards and behaviours expected of suppliers and their supply chains when interacting with OI Space. It is designed to foster a responsible and sustainable supply chain. OI Space strongly urges all suppliers and their supply chains to adhere to these principles.

2. Your Employees

Respect and protect the human rights and dignity of everyone involved in the supply chain. You should:

- Pay employees the Real Living Wage.
- Maintain a fair approach to working hours and contracts, including fair shift scheduling.
- Be mindful of employees' physical and mental, offering support when needed.
- Implement policies and procedures to comply with the Modern Slavery Act 2015 throughout the supply chain
- Comply with non-discrimination laws and promote a diverse and inclusive workforce with equal opportunities for all, regardless of protected characteristics.
- Maintain a whistleblowing policy to enable reporting of suspected wrongdoing.
- Observe national legal requirements regarding working hours and the right to work.
- Provide opportunities for personal & professional development.

3. Health, Safety and Wellbeing

Adopt a proactive stance on Health, Safety, and Welfare matters, ensuring compliance with all relevant health and safety laws and regulations. You should:

- Provide a safe and supportive environment for all employees and visitors.
- Provide your Health & Safety Policy on request.
- Conduct regular risk assessments to identify potential hazards and implement measures to mitigate.
- Ensure that employees have safe and healthy working conditions and can perform their assigned tasks.
- Deliver comprehensive safety training tailored to the needs of different roles within your organisation.
- Implement proactive measures to prevent accidents, injuries, and illnesses actively striving towards achieving zero workplace accidents.

4. Contractor Obligations and Standards

All contractors working on our sites are expected to meet rigorous standards to ensure operational integrity and the safety of everyone on site. Before commencing work, contractors must demonstrate compliance across several key areas and continue to maintain these standards throughout their engagement.

- Submit valid, current compliance certifications, accreditations, and insurance documents for verification prior to starting work, and keep these records continuously updated.
- Demonstrate ongoing financial stability as part of the pre-qualification process.
- Strictly adhere to health and safety regulations, including providing proof of a comprehensive Health & Safety Policy.
- Ensure all staff are adequately trained and competent for their assigned roles.
- Comply with all applicable legislation and site-specific safety rules.
- Conduct regular risk assessments and produce relevant method statements.
- Use appropriate personal protective equipment (PPE) as required.
- Report any incidents, near misses, or hazards without delay.
- Understand that failure to supply satisfactory, up-to-date documentation or to uphold required standards may lead to suspension or removal from the Approved Contractor List.
- Recognise that sustaining these standards is essential for protecting everyone's wellbeing and maintaining the reliability of our operations.

5. The Environment

Take proactive steps to minimise environmental harm and work towards a net-zero future, such as being aware of and setting goals to reduce your carbon footprint. You should:

- Use less energy, opting for renewable, green energy whenever possible.
- Produce less waste through reduction, reuse, and recycling to decrease landfill volume.
- Understand and manage water usage by collecting data and setting consumption reduction targets.
- Reduce fuel consumption for work journeys and deliveries.
- Inform us if you use any hazardous materials, waste, or toxins, ensuring all chemicals supplied are accompanied by up-to-date Control of Substances Hazardous to Health (COSHH) data.
- Provide necessary information upon request in support of our sustainability and carbon footprint reporting, ensuring transparency and accountability in environmental impact assessments.

6. Quality of Goods, Services and Works

Whether you provide goods, services, or works, their quality and delivery are important to us. You should:

- Demonstrate accountability and a commitment to customer satisfaction.
- Comply with, and preferably exceed, all applicable quality related legislation and regulations.
- Maintain appropriate records.
- Aim to offer products or services that surpass your clients' and customers' expectations.
- Be transparent about products, services, and business practices.
- Ensure you have a strategy for business continuity and disaster recovery, including contingency plans for utility interruptions, equipment failure, and staffing shortages.

7. Ethical and Responsible Behaviour

Make a commitment to act with integrity, responsibility, honesty, respect, and accountability in all interactions. You should:

- Establish procedures to prevent bribery, fraud, corruption, and unethical behaviour.
- Take responsibility for the company's actions and their impact on customers.
- Ensure the provision of accurate information without misleading customers.
- Ensure that appropriate and adequate insurance cover is in place for specific business needs.

- Pay fair taxes and maintain transparent in dealings with HMRC.
- Pay suppliers promptly and adhere to the standards of the Ethical Trading Base Code.
- Comply with the applicable Data Protection legislation and contractual agreements, prioritising the confidentiality and security of personal data processed on behalf of OI Space.

8. Raising Concerns and Complaints

Suppliers are encouraged to raise any concerns or complaints they may have regarding their relationship with OI Space. Supplier complaints should be communicated to the individual responsible for initiating the purchase. The initiator is accountable for coordinating directly with the supplier in an effort to resolve the issue. If the issue remains unresolved, the complaint should be escalated to oi.accounts@oxin.co.uk for further review and appropriate action. This process ensures that all concerns are addressed promptly and fairly, maintaining transparency and accountability throughout the supply chain