TRAVEL PLACES

Certified B Corporation

PARTNERING FOR RESPONSIBLE TRAVEL

Supplier code of conduct



travelplaces.co.uk

WE ARE TRAVEL PLACES

We are proud to be the leading travel specialists for the sports, media, music, and entertainment sectors.

For over 45 years, we have supported elite athletes, governing bodies, international musicians, and global production teams – delivering seamless travel experiences at major events such as Formula One, the Olympics & Paralympics, and the FIFA World Cup.

As a family-owned and run business, our values and long-standing relationships drive everything we do. Our commitment to ethical conduct, sustainability and legal compliance run through our operations and extends to the partners we choose.





OUR SHARED COMMITMENT

We believe great partnerships are built on shared values – ethical practices, sustainability and respect. Our supplier code of conduct ensures we work together to create a positive impact for people and planet. It outlines:

- **Our expectations of you as a supplier**
- **Our commitments as your partner**

While we recognise suppliers will have their own standards and ambitions, we expect all suppliers to meet applicable legislation, regulation, and good industry practice and to ensure the same from their own supply chains. Together, with our networks, we'll enable sustainability and create long-term positive impact for the global community.

YOUR COMMITMENTS AT A GLANCE

The Travel Places Supplier Code of Conduct sets out our expectations of suppliers, generally in terms of business practices, and more specifically with regard to:



Ethical supply & people practices



Prevention of financial crime



Environmental responsibility



Data protection & information security



Health & safety

ENVIRONMENTAL RESPONSIBILITY AND SUSTAINABILITY

We can't ignore our industry's environmental impact – but we can reduce it responsibly and collaboratively. As leaders in sustainable team travel, we ask suppliers to:

Comply and collaborate:

- Comply with all relevant environmental laws and operate responsibly.
- Work proactively with us to minimise the environmental impact of our partnership.

Strengthen governance:

- Encourage third-party certifications for social/environmental performance.
- Maintain written environmental/sustainability policies appropriate to the size of operation.
- Conduct annual environmental performance reviews and audits (including within your supply chain) and keep records of findings.
- Maintain an internal environment management programme with trained staff.

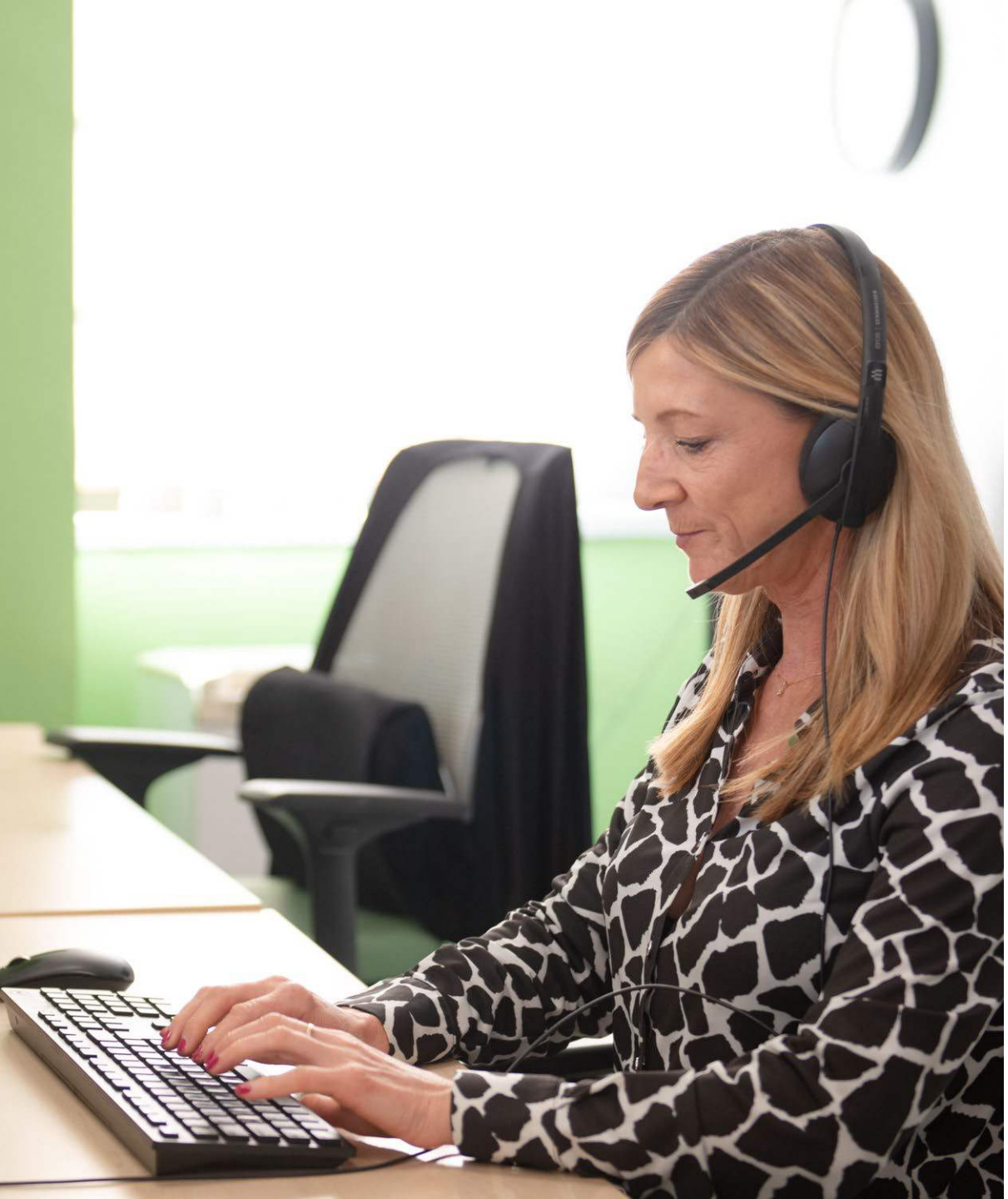
Design for circularity:

- Ensure packaging can be returned, reused, recyled or disposed of in an eco-friendly way.
- Identify hazardous/toxic waste and ensure disposal by licensed, competent bodies.

Use resources wisely:

- Adopt practices that minimise resource use.
- Choose environmentally friendly practices, tools, equipment and materials.
- Use sustainable or recycled consumables where practicable.





DATA PROTECTION AND INFORMATION SECURITY

Protecting privacy and safeguarding information entrusted to Travel Places is critical. We expect suppliers to:

- Comply with all relevant data protection laws.
- Avoid any action or omission that could cause Travel Places to be in breach of such laws.

In addition, we expect suppliers to implement appropriate controls for:

- Data governance (roles, responsibilities, retention).
- Information security (access controls, encryption, monitoring).
- Incident response (reporting breaches promptly and transparently).

ETHICAL SUPPLY AND PEOPLE PRACTICES

We respect human rights in our operations and supply chains – and expect the same from our suppliers. We ask that you:

Act with integrity

- Behave ethically, apply high standards of corporate conduct and fully comply with all relevant law.

Eliminate exploitation:

- Take active steps to identify and eradicate modern slavery, including slavery, servitude, forced labour, and human trafficking.
- Explicitly prohibit child labour and sourcing from suppliers who cannot verify its absence.
- Have clear and effective policies to prevent harassment, sexual harassment, bullying, discrimination, victimisation and other inappropriate workplace conduct.

Protect human rights:

- Respect the human rights of employees, supply chain, and local communities.
- Comply with all relevant human rights laws.

Empower and include:

- Promote labour and employment rights training.
- Support freedom of association and the right to collective bargaining.
- Foster diversity, equity and inclusion in recruitment, development and workplace culture, with written board or ownership approved policies in place to ensure this.

RESPECTFUL BEHAVIOUR & HARASSMENT PREVENTION

Travel Places operates a zero-tolerance approach to harassment, discrimination and inappropriate conduct. We expect suppliers to provide a working environment that is free from harassment, bullying, victimisation and discrimination and to uphold the same standards across the organisation. Suppliers must:

- Treat individuals with dignity, courtesy and respect.
- Not engage in any form of harassment, including sexual harassment.
- Behave professionally when interacting with Travel Places employees, clients, partners and other stakeholders.
- Comply with all applicable equality, employment and anti-discrimination legislation.
- Not subject any individual to unwanted conduct related to a protected characteristic.
- Raise and address concerns appropriately through established reporting channels.
- Cooperate with any reasonable investigation and never victimise an individual for raising a concern in good faith.
- Maintain appropriate policies, procedures and training to prevent harassment and discrimination within their organisation.

RESPECT PRIVACY, DIGNITY & WELLBEING

Respect for people sits at the heart of responsible business. We expect suppliers to uphold the privacy, dignity and wellbeing of everyone they interact with through their work, creating environments where individuals feel safe, respected and valued. Suppliers must:

- Respect the privacy, dignity and wellbeing of individuals they interact with through their work.
- Protect sensitive personal information, travel arrangements and other confidential details, ensuring they are used only for legitimate business purposes.
- Maintain appropriate safeguards to prevent the unauthorised access, use or disclosure of personal and confidential information.
- Never misuse, disclose or seek to benefit from privileged access to personal information about clients, athletes, artists, media personnel or any other individuals.

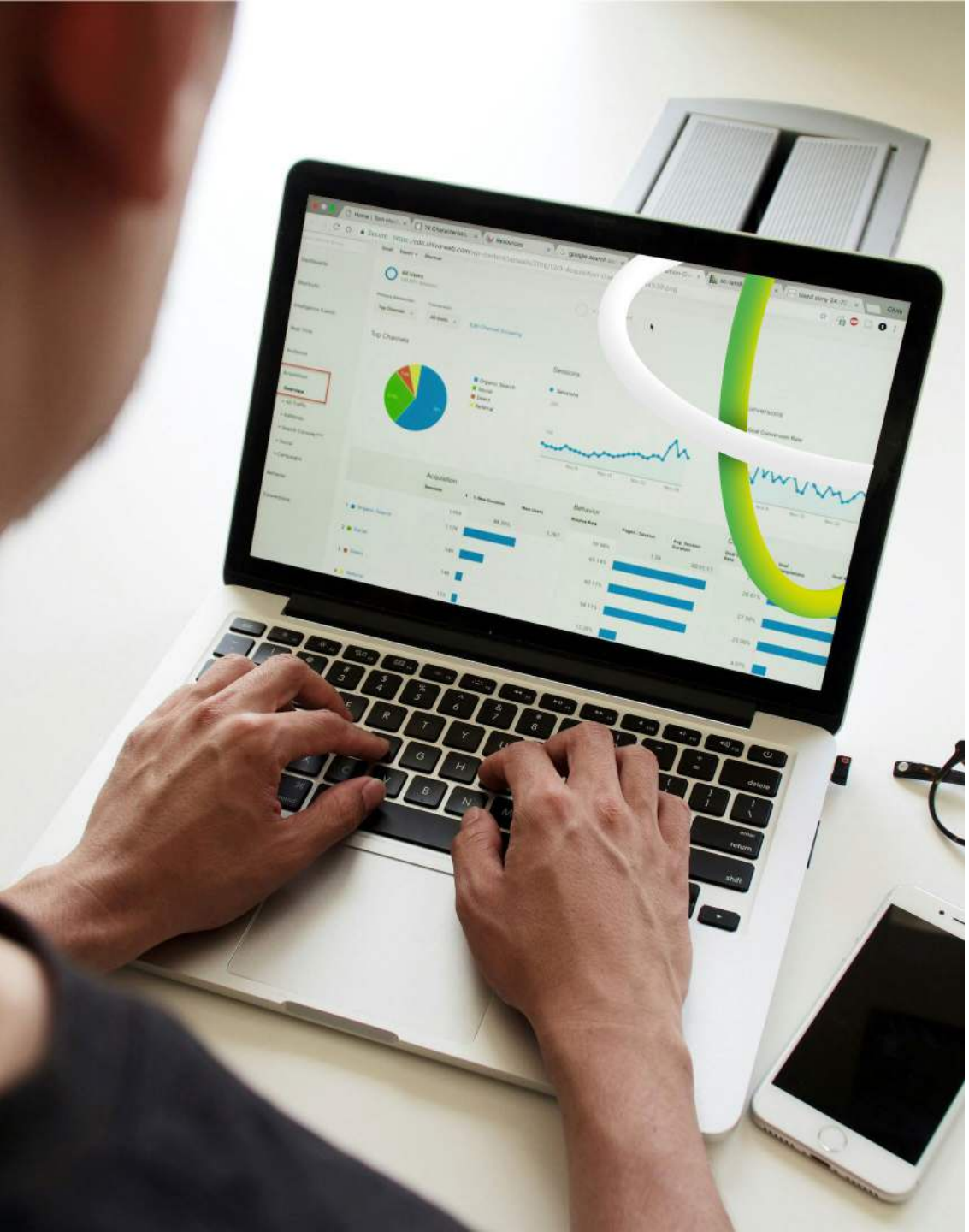


HEALTH AND SAFETY

We only partner with suppliers who provide safe, healthy working environments. Suppliers must:

- Comply with the Health and Safety at Work Act 1974 and all other applicable health and safety laws.
- Maintain high standards of hygiene and sanitation on premises.
- Implement work safety guidelines, provide training and educate employees to prevent accidents and reduce risk.





PREVENTION OF FINANCIAL CRIME

We expect transparent, ethical business practices. Suppliers must not directly or indirectly engage in illegal, corrupt or improper conduct and must:

- Comply with all relevant laws concerning financial crime.
- Avoid any action or omission that would cause Travel Places to be in breach of any relevant laws.

In addition, we expect suppliers to maintain policies and procedures for:

- Anti-bribery
- Anti-corruption
- Whistleblowing (safe reporting channels and non-retaliation).

MONITORING OUR PARTNERSHIPS

We carry out due diligence before we enter into a contract with a supplier, to assess the suitability of the supplier to meet our needs as well as ability to comply with our code of conduct. The ongoing relationship will be governed by an agreed set of terms and conditions.

Suppliers are assessed on a job-per-job basis once approval has been granted. Routine records are not maintained unless an issue occurs, and in such cases, communication will be retained for future evaluation. If there are concerns over non-compliance, we will carry out a performance review. Outcomes may include:

- Removal from our suppliers list.
- An agreed improvement plan, followed by reassessment after a set period.

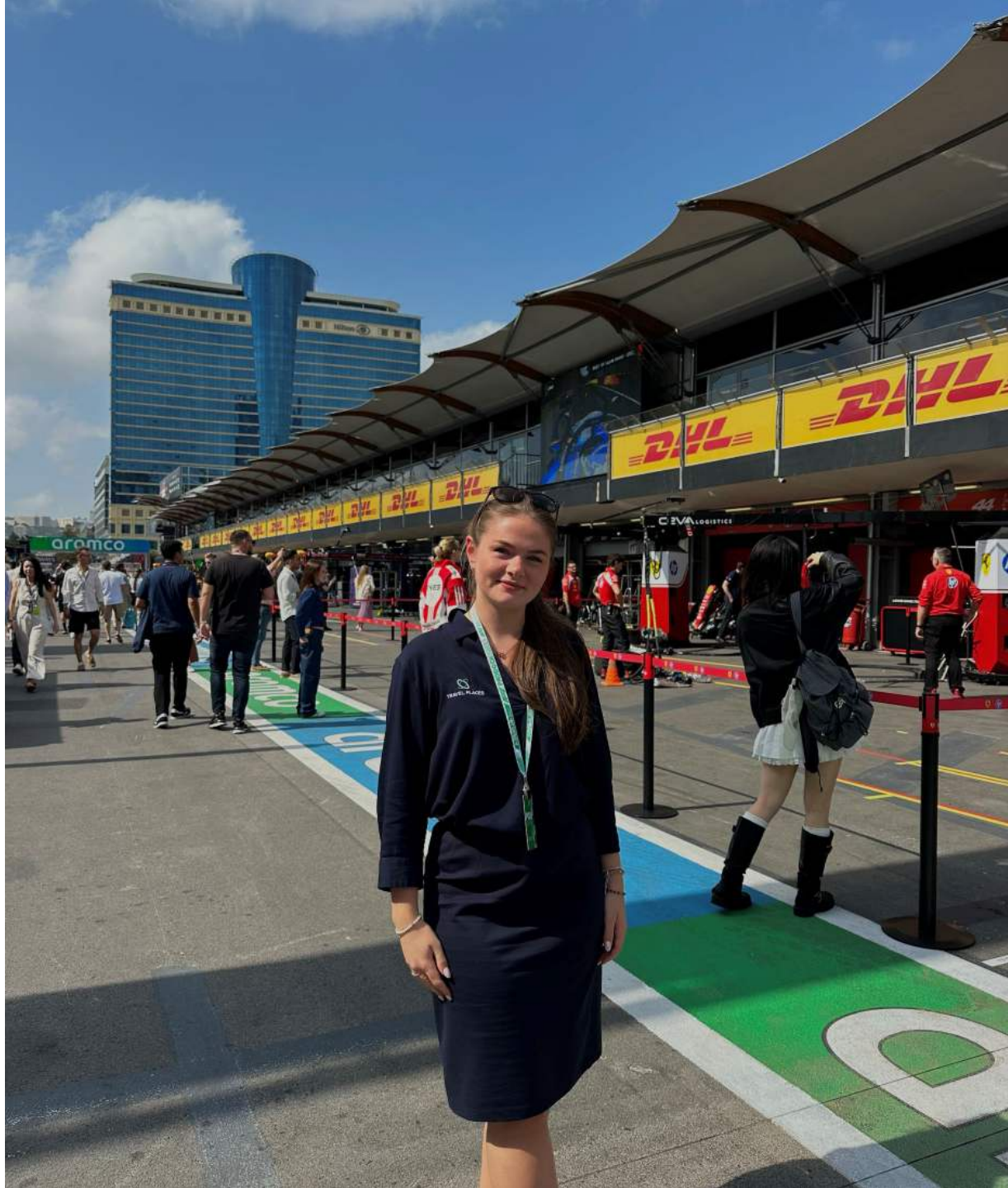


WORKING TOGETHER FOR POSITIVE IMPACT

Our suppliers play an important role in helping us deliver exceptional experiences responsibly.

By partnering with organisations that share our commitment to ethical business practices, environmental responsibility, human rights and good governance, we can create positive outcomes for our clients, our people and the communities we impact.

We value suppliers who continuously improve, collaborate openly and contribute to raising standards across the travel, sport, media and entertainment sectors.



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Want to find out more?

Thank you for partnering with us to make travel for our clients not only seamless but responsible. Together we can create experiences that respect people, reduce our negative impact on the planet, and set new standards for our industry. Please get in touch if you have any questions about our code of conduct or would like to find out more about partnering with Travel Places.

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