



Navigate Agency - Supplier Standards

As an aspiring BCorp, at Navigate we aim to work with suppliers who align with our values on environmental and social standards, ethical business practices and diversity and inclusion.

We conduct periodic reviews to ensure that our supplier base adheres to our core principles, as well as to monitor and record figures on ownership and environmental practices.

We have committed to a target that by the end of 2023, at least one quarter of our company purchases are made from suppliers with either diverse ownership or ownership made up of underrepresented populations¹.

Ethical Business Practices – Anti-Bribery and Corruption

Navigate is committed to conducting business in an ethical and honest manner. We periodically train our employees on the principles of our internal Code of Ethics and anti-bribery and corruption policy, and we are committed to ensuring that our supplier base is not subject to any bribery and/or corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, however we operate.

Navigate is aware of the importance of ethical business practices, including social and environmental initiatives and is committed to choosing our suppliers with similar values.

In addition, Navigate aims to maintain the highest possible standards of ethical conduct, and we expect our suppliers to do the same. This is achieved by maintaining integrity across our business practices and interactions, encouraging transparency when possible and creating a supplier community based on shared values.

We ask all of our suppliers to read our [Anti-bribery and Corruption Policy](#).

Human Rights and Anti-Slavery

Navigate is committed to protecting human rights in our supply agreements or across wider global supply chains. We adopt a zero tolerance approach towards slavery and human trafficking and expect our entire supply base (including freelancers) to do the same. Our support of human rights is reflected in our general policies and actions towards our staff, suppliers and clients.

¹ Diverse ownership constitutes female or non-binary majority ownership, or majority ownership by an ethnic minority.



Employee Health and Safety

At Navigate, we work hard to ensure the health and safety of our employees.

We seek to work with suppliers that also prioritise their employees' health and safety. This includes how they operate as a business and the insurance policies they have in place.

In the sourcing process, we may request to see health and safety policies and insurance documents as proof of this commitment.

Insurances

As a business, we have robust insurance policies in place to protect our business, employees and customers.

We seek to work with suppliers that also have robust insurance policies in place that are relevant to their businesses and regions of operation, and include cyber and data protection cover where required.

Supplier Diversity

Navigate recognises the need to stand-up for diversity in order to drive worldwide social progression and the development of the global economy. We are committed to several diversity initiatives, including the diversity of our staff and the diversity of our suppliers.

To support social and economic development, as a business we endeavour to make our values for diversity known, to contribute to social change and to work with diverse suppliers.

To ensure supplier diversity we:

- Invite our suppliers to respond to our social and environmental impact questionnaire, which includes questions on diversity of ownership. This in turn allows us to make informed decisions about who we work with.
- We actively seek to work with organisations that share our values for diversity. As part of our evaluation process, we may request to see a supplier's Equal Opportunities and Diversity and Inclusion policies.
- As stated above, we have set a target that by the end of 2023, at least a quarter of purchases made by Navigate will be from organisations or similar that are owned by under-represented populations.



To help us achieve our target, we particularly welcome applications from organisations and/or individuals from underrepresented populations, who may wish to supply services to Navigate. As an alternative, we are committed to researching available suppliers when a new product or service is required, giving preference to a supplier that meets any of the following criteria:

- Majority-owned by a member of an underrepresented population
- Local to our office base (Bristol, UK)
- Is clearly committed to improving its environmental or social performance, and can evidence this. Examples of how organisations may be bettering its environmental practices are listed below.

Environmental Sustainability

Navigate is aware of and committed to reducing the impact of its activities on the environment and is encouraging suppliers and clients to use sustainable practices. To meet this commitment Navigate pursues suppliers with the following objectives:

- Compliance with all appreciable environmental legislation and regulations.
- Promoting responsibility for the environment within the organisation and implementing their policy within the workforce.
- Identifying and providing training, advice and information for their staff to comply with environmental policies.
- To minimise waste, recycle rigorously, and reduce resource waste by employing resources efficiently.
- To reduce emissions and prevent pollution, including carbon emissions.
- To minimise noise pollution and the use of hazardous materials, contribute to conservation and support sustainable resourcing, including sustainable forests and oceans.
- Suppliers that strive to continuously assess and improve upon their environmental performance.

Data Privacy Requirements

As a business that controls and processes data, we ensure that in any client, supplier or customer relationship, our applicable relationship is clearly defined.

Our privacy policy clearly explains how the data that our business captures is handled.



We expect all suppliers to:

- Control and process data only as appropriate and always in compliance with GDPR and any other relevant data protection laws
- Understand our privacy policy and our relationship to the data captured in our platform
- To complete and uphold a Data Processing Agreement that confirms their relationship and responsibility to us as a data processor (for partners processing data on our behalf)
- To clearly define how data will be used and to use it responsibly ensuring our company and individual employee rights to opt-out of communications or to be removed from the database (for those controlling the data of our employees)

Confidentiality Commitments

Any supplier or possible supplier is expected to treat all communications with us as confidential and should not share any information that is not in the public domain or required to be disclosed by law.

For any conversations that we deem to be particularly sensitive, we will enforce a Non-Disclosure Agreement.

Supplier Surveys and Subsequent Standards

We survey our supplier base on an annual basis. These surveys cover a range of topics, including social and environmental practices and the organisation's make-up.

While we appreciate that some organisations may be limited in the practices that they can adopt, there are certain areas that we take very seriously and will no longer be able to continue working with any supplier that does not meet our minimum standards.

For further details, please speak with your Navigate contact.

Suppliers

We expect that any supplier we work with has similar supplier principles or codes of conduct, and that their suppliers also follow similar principles or codes of conduct.

Should you have any questions on this policy, please get in touch via hello@navigate.agency