SIG / TRANSPORT

Supplier Code of Conduct

Standards for transport partners, subcontractors and service suppliers

Reference	SIG-POL-SCC-2026-V1	**Version**	1.0 | Website edition
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This Code describes the conduct SIG expects from suppliers it engages. It supports responsible procurement and safe transport; it is not, by publication alone, an amendment to an existing supplier contract.

1. Who this applies to

This Code is intended for independent subcontracted road carriers, HGV operators, courier partners, drivers where directly contracted, storage providers, staffing intermediaries and other providers working with SIG. Suppliers should ensure that their personnel and material downstream partners meet equivalent lawful and ethical standards.

2. Legal compliance and integrity

- Comply with applicable laws, licences, permits, tax obligations, sanctions and transport-specific rules for the work undertaken.
- Do not offer bribes, improper commissions, kickbacks, facilitation payments or misleading documents in connection with SIG work.
- Maintain accurate company, contact, vehicle, driver, booking, insurance and delivery records. Do not knowingly misstate licences, cargo limits or completed work.

3. Human rights and fair employment

- Never use forced, bonded, trafficked or child labour; never hold workers' passports or other original identity documents as a means of control.
- Use fair, lawful recruitment; communicate employment conditions clearly and do not unlawfully impose recruitment fees or debt obligations.
- Respect legal pay, breaks, working-time and leave entitlements according to the individual's actual status. Do not misclassify workers to evade legal duties.
- Prohibit violence, harassment, intimidation, unlawful discrimination and retaliation for reporting concerns.
- Respect lawful worker representation and freedom of association. Provide a practicable route for workers to raise concerns.

4. Transport safety, competence and insurance

- Use vehicles that are roadworthy, suitably maintained, insured, legally loaded and appropriate to the consignment, access restrictions and route.
- Hold and maintain any applicable operator licence, driver licence, Driver CPC or other professional authorisation required for the service.
- Observe applicable drivers' hours, tachograph, working-time, load-securing and health and safety requirements.
- Maintain appropriate motor, carrier liability/goods-in-transit and, where applicable, Public Liability and Employers' Liability insurance. Disclose relevant limits, exclusions and policy expiry dates honestly.
- Never accept a high-value, restricted, hazardous, temperature-controlled or specialist consignment without SIG's prior written agreement and confirmation of appropriate capacity and insurance arrangements.

5. Custody, service quality and information

Protect customer goods from avoidable theft, loss, damage and unauthorised disclosure. Follow lawful collection/delivery instructions, report delays or incidents promptly, retain accurate proof of delivery (POD) and required photos or timestamps, and preserve evidence of damage or shortages.

Use customer, driver and commercial information only as needed to carry out authorised work. Protect credentials and comply with applicable data protection requirements, including when sharing documents through SIG's platform.

6. Subcontracting and third parties

Do not pass work to another carrier or intermediary without any approval required by the accepted booking or subcontract. Disclose any proposed onward subcontracting and ensure material legal, safety, labour and insurance obligations flow to those actually performing the service.

7. Environmental responsibility

Operate vehicles efficiently and lawfully, avoid unnecessary idling where practicable, manage waste responsibly and follow applicable environmental, low-emission-zone and emissions requirements. SIG encourages practical improvements proportionate to the supplier's size and activities.

8. Concerns, transparency and cooperation

Report material breaches, suspected exploitation, injuries, serious road-safety incidents, cargo theft, data breaches and insurance issues without avoidable delay to info@sigtransport.co.uk (or claims@sigtransport.co.uk for cargo claims). Suppliers should cooperate with reasonable, proportionate questions and requests for evidence, while protecting legitimate confidentiality and personal data.

9. Non-compliance and relationship decisions

SIG may discuss concerns, seek corrective action, request further evidence, restrict allocations or end a relationship in line with the applicable agreement and law. Serious exploitation, fraud or imminent safety risks may require immediate escalation or suspension. This Code should not be read as a guarantee that SIG independently audits every supplier.

10. Application and acknowledgement

For new relationships, SIG aims to share this Code at onboarding and may request written or electronic acknowledgement. For existing arrangements, this Code becomes a contractual obligation only where properly agreed; it does not retroactively change accepted terms. Ethical standards required directly by law apply regardless of contract wording.

This Code is informed by the principles of the Ethical Trading Initiative (ETI) Base Code; SIG does not claim ETI membership or independent certification. Reference: www.ethicaltrade.org/eti-base-code

Document ownership and review

Policy owner: Gergo Szemok, Director, SIG Transport Ltd. This is the first published edition, dated 11 November 2026. It is subject to operational adoption and implementation. Review at least annually, or sooner following material changes in law, business operations or identified risks.