

John Lewis Partnership Ethical Compliance Policy Summary

Introduction

The John Lewis Partnership ('the Partnership'), owners of the two successful brands John Lewis and Waitrose, is the UK's largest co-owned business and the welfare and satisfaction of our Partners (employees) is at the core of our employment practices. We seek to build lasting relationships with our suppliers and are committed to upholding human rights throughout our product and services supply chains. The Partnership requires all suppliers to demonstrate compliance to the [Responsible Sourcing Code of Practice \(RSCOP\)](#), or explain why they cannot do so. We recognise that there are limitations to audits and certification programmes as a method in which to demonstrate this compliance, which is why we consider this policy to be minimum requirements.

Sites In Scope

- Sites supplying final Waitrose branded food, drink, and grocery non-food products, or are critical links in the supply chain.
- Sites supplying final John Lewis branded general merchandise products in Tier 1 or where core processes are being subcontracted.
- Suppliers of JLP branded Goods Not For Resale (GNFR) products
- Branded Exclusives that are labelled with Waitrose or John Lewis in any context (brand co-owner, importer etc).

Policy Requirements

- Suppliers must comply with John Lewis Partnership Responsible Sourcing Code of Practice (RSCoP) and the ETI Base Code according to the provisions in this policy.
- Suppliers and sites must be approved by either the JLP Ethics & Sustainability Team or a Factory Compliance Manager prior to orders being placed.
- Suppliers are required to have visibility of, and when requested be willing to share details of, the lower tiers of the supply chain to ensure compliance with this policy.
- Failure to comply with this policy will result in management through the JLP Underperforming Suppliers programme and may lead to products being delisted.
- John Lewis Partnership reserves the right to request, or undertake ourselves or via nominated third-parties, audits of any site as part of the 'spot check' programme.

Site Risk Assessments & Audit Grading of Non-Conformances (NCs)

Site Risk Assessments			Audit Grading			
Low	Medium	High	Green	Amber	Red	Black
Sites deemed as low risk through their risk assessment questionnaire. May be selected for spot checks or required to audit less frequently. Includes sites on Beyond Audit Programmes such as Better Jobs or ISSARA.	Sites deemed as low risk through their risk assessment questionnaire. Required to submit audits on a 2 or 3 year basis.	Sites deemed as low risk through their risk assessment questionnaire. Required to submit audits on a 1 or 2 year basis.	Audit graded with no or little NCs and approved for orders.	Audit graded with some minor or major NCs. Approved for orders but must close NCs.	Audit graded with multiple minor, major or critical NCs. Must close NCs for orders to continue.	Audit found to have a zero-tolerance finding. Must be remediated as soon as possible for orders to be placed.