

Equity, Diversity, Inclusion and Belonging

Code of Conduct for Suppliers and External Providers ('Suppliers')

Introduction

PRS for Music Limited ('PRS for Music') is committed to being a diverse and inclusive place to work. We aim to be truly representative of society, and for our members, employees and contractors ('PRS Personnel') to feel respected, valued and able to thrive.

We have a duty of care to our employees and are committed to addressing any discrimination, harassment (including sexual harassment or microaggressions on the grounds of age, gender identity, disability, ethnicity, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or gender, social economic background or sexual orientation). As an employer, we are required to take reasonable steps to prevent these behaviours in the workplace.

Following an updated employment legislation in October 2024, the law now requires employers to take steps to prevent sexual harassment by third parties and we are committed to doing so. Any form of harassment including sexual harassment of our staff will not be tolerated. We believe that PRS Personnel have the right to be treated in a kind and respectful manner, and this helps us to collaboratively build an inclusive, constructive and safe environment together. When you engage with PRS for Music, you are also committing to this 'Code of Conduct for Suppliers', which sets out the standards of behaviour that PRS for Music and PRS Personnel expect of you, and what is unacceptable. Thank you in advance for playing your part in upholding this Code of Conduct for Suppliers.

Policy relating to the conduct of Suppliers towards PRS Personnel

This Code of Conduct for Suppliers sets out the standards of behaviour that PRS for Music and PRS Personnel expect of Suppliers. PRS for Music expects Suppliers to treat PRS Personnel fairly, courteously and with respect. PRS Personnel have the right to work in a safe environment, free from any abuse or harm caused by others. PRS for Music has a responsibility to its employees to ensure that they are not subject to unacceptable behaviour.

What constitutes "unacceptable behaviour"

You are expected to not behave in an unacceptable or non-inclusive way to PRS Personnel. We consider behaviour unacceptable if in our reasonable opinion, the Supplier's behaviour is rude, offensive, aggressive, abusive or threatening.

Aggressive, abusive or offensive behaviour

Aggressive, abusive or offensive behaviour includes language (whether verbal or written) that may cause PRS Personnel to feel mistreated, afraid, threatened or abused, such as:

- threats;
- verbal abuse;
- derogatory remarks;
- rudeness;
- obscene or offensive language or images;
- inflammatory statements or microaggressions;
- discriminatory remarks;
- unsubstantiated allegations.

Please note that this list is not exhaustive.

How will PRS for Music respond to unacceptable behaviour?

If a Supplier displays any of the behaviours as defined above, PRS for Music may:

- Issue a warning, advising the Supplier that we consider their actions unacceptable and why; asking them to modify their behaviour immediately and apologise, and setting out any further steps we may take should the Supplier fail to comply;
- Where permitted under the relevant contract, terminate our contract with the Supplier;
- Request for the individual representing the Supplier to be replaced by another individual;
- Where deemed appropriate by PRS for Music, we will contact the relevant authorities. PRS for Music has a zero-tolerance position on all forms of violence, discrimination and threats against PRS Personnel and this behaviour will always be reported to the police; and/or
- Take any other action that we consider appropriate to the circumstances, including legal action.

Following a thorough investigation, if it is founded that a third-party has sexually harassed a member of our staff, the Company will be committed to terminating their services.

Please be reminded that when you engage with PRS for Music, we expect you to adhere to this Code of Conduct for Suppliers and commit to ensuring that you are behaving in an acceptable, respectful and courteous manner in any part of our business.

Monitoring and updates to this Code of Conduct for Suppliers

This Code of Conduct for Suppliers will be monitored by the Equity, Diversity, Inclusion and Belonging Team from time to time, to continue to ensure that it is fair, reasonable and relevant.