

Clifford Chance

Supplier Code  
Of Conduct



# Introduction

To achieve our [vision and strategy](#), we must be fully committed to the highest professional and ethical standards, and nurture a culture characterised by integrity, responsibility, accountability and inclusivity.

Our commitment to [act responsibly](#) means working collaboratively with our Suppliers and ensuring the right processes, procedures and controls are in place as part of our end-to-end supply chain.

We believe that by providing a clear set of guidelines, and developing strong and trusted relationships with our Suppliers, we can maintain the high ethical and professional standards we pride ourselves on, and deliver on our social, economic and environmental commitments. We seek to partner with Suppliers who share our commitments and approach, and work with them to ensure they are meeting the principles of our Supplier Code of Conduct. Throughout our relationship, we encourage our Suppliers to be open and honest with [us](#).

Our Supplier Code of Conduct provides a set of key principles that underpin the minimum [standards](#) we expect from the suppliers and contractors (each referred to as a "**Supplier**" hereafter), and their subsidiaries and subcontractors, that provide goods or services to us.\*



\*We have separate arrangements in place for where we instruct external lawyers.

# Our supplier code of conduct

Outlined below are the key principles that underpin the minimum [standards](#) we expect from all our Suppliers, and which we expect them to promote with their subsidiaries, subcontractors and in their end-to-end supply chain.\*\*

## Key Principles – What you need to know

The Supplier's professional conduct is expected to reflect the following principles:

### Compliance

- Demonstrate compliance with all applicable laws, regulations and good industry practice, including maintenance of policies and procedures designed to support its compliance;
- Comply with contractual obligations; and
- Take steps to ensure its own staff, suppliers, subsidiaries and subcontractors do not undermine its compliance with this code.

### Protect our reputation, clients and data

- Support our commitment to the protection of personal data and respect for individual privacy rights;
- Maintain confidentiality and prevent inappropriate disclosure, corruption, loss, theft, and/or destruction of our information assets/data; and
- Use AI responsibly; actively consider the impact of using AI, implement AI tools in a way that protects confidentiality and privacy, and be transparent about its use in delivery of services to Clifford Chance.

### Be honest and act with integrity

- Conduct its business in a manner that complies with the law and is consistent with the highest ethical standards, including standards intended to prevent bribery and corruption, money laundering, breach of economic sanctions, facilitation of tax evasion and fraud within its business operations and value chain
- Follow the payment procedures set out on Clifford Chance's [Supplier Management website](#)
- Report any unacceptable conduct observed and/or concerns identified during the period of service delivery to the [Global Responsible Supply Chain Team](#) and/or follow our [complaints procedure](#).

### Be 'responsible' and show respect for others

- Respect human rights and ensure that all forms of slavery and human trafficking do not occur in its business operations or value chain;
- Demonstrate a commitment to equality of opportunity, treatment and inclusion through all aspects of its workforce operations;
- Support us in our efforts to promote inclusion within our firm and value chain;
- Adopt and promote ethical business practices;
- Implement initiatives which aim to reduce or minimise adverse environmental impacts and support us to fulfil our long-term ambition of becoming net zero; and
- Demonstrate a commitment to supporting local and regional communities.

\*\*If any supplier's contract with us expressly or by implication amplifies, extends or otherwise varies the provisions of this supplier code of conduct, then the provisions of that contract will prevail, but only to the extent of any conflict.

# Our minimum standards

The key principles address the ethical behaviour we expect from our Suppliers. The minimum [standards](#) address how those principles should be implemented, the controls our Suppliers should have in place, and how we work together:

## 01

### Compliance

- [Health & safety](#)
- [People screening & onboarding](#)
- [Travel & expense management](#)

## 02

### Protect our reputation, clients & data

- [Information security management](#)
- [Data privacy](#)
- [Use of Clifford Chance's brand](#)
- [Business continuity management](#)
- [Physical security](#)
- [AI Principles](#)

## 03

### Be honest and act with integrity

- [Financial crime](#)
- [Payment procedure for suppliers](#)

## 04

### Be 'responsible' and show respect for others

- [Our approach and commitment to our suppliers](#)
- [Human rights & modern slavery](#)
- [Environmental](#)

# Working with Clifford Chance



As a global law firm, we are rightly held to high standards, including within our supply chain. To ensure effective implementation of our Supplier Code and minimum [standards](#), the Supplier is expected to:

## **Compliance**

- Meet the expectations in this Supplier Code of Conduct and minimum [standards](#), and/or demonstrate that it has comparable standards in place that are reasonable to its size or industry sector; and
- Maintain policies, procedures and training for its personnel, to promote compliance with the expectations of this Supplier Code of Conduct.

## **Ongoing monitoring and due diligence**

- Provide information and assurance regarding compliance with this Supplier Code of Conduct, including that of its key Suppliers, relevant to the services provided; and
- Where required, complete the annual supplier declaration and participate in audit or due diligence assessments.

## **Report and remedy non-compliance**

- Notify [us](#) immediately if the Supplier has any concerns in relation to its compliance with this Supplier Code of Conduct or minimum [standards](#) and/or identifies any areas of non-compliance within its own business or supply chain; and
- Mitigate any failure to comply with the principles of this Supplier Code of Conduct or the minimum [standards](#) as part of continuous service improvement.

# Clifford Chance

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