

Southern Universities Purchasing Consortium

Supply Chain Code of Conduct

SUPC is committed to operating procurement activities in an environmentally, socially, ethically and economically responsible way and to entering into agreements with suppliers that share and adhere to this vision.

To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the Sustain Supply Chain Code of Conduct, below, with respect to their organisation and their supply chain (reference to “Suppliers” in this code means Suppliers and their supply chains).

The standards in this Code are taken from established global conventions and standards and align to the [United Nations Sustainable Development Goals](#).

1. Social Compliance

- 1.1. Suppliers will not use forced, involuntary or underage labour
- 1.2. Employees should be free to choose their employment and leave that employment on reasonable notice without retention of financial deposit or personal items
- 1.3. Suppliers will not use forced, bonded or involuntary prison labour to perform the contract at any point in the supply chain
- 1.4. Suppliers will not engage in any way with human trafficking, nor support nor work with organisations that engage in any way with human trafficking activity, organisations or persons
- 1.5. Recruitment fees, if applicable, are always borne by the supplier, and are never passed on to the employee or deducted from pay over any period
- 1.6. Suppliers should actively try to exceed the requirements of any anti-slavery / modern slavery legislation in any country in which they operate and comply with any voluntary and mandatory publication schemes in place to provide transparency of this activity
- 1.7. Suppliers will support the effective abolition of child labour
- 1.8. Suppliers will comply with the national minimum age for employment, or minimum age 14, whichever is the higher, unless a lower local minimum age is permitted under International Labour Organisation (ILO) convention 138
- 1.9. Where any child is found to be engaged in or performing child labour, the supplier will provide support for that child to enable them to complete their compulsory education (even if they cease to be involved in child labour), or an equivalent education level. This is in accordance with the UN Covenant on Economic, Social and Cultural Rights. Such support by the supplier should not prove detrimental to the conditions of the child or those that their work supported.

2. Working Conditions and Terms

Suppliers shall:

General

- 2.1. Pay without discrimination at least statutory minimum wages (or if none exist, a realistic living wage) to all employees. Any statutory deductions must be reasonable and with the consent of the employee
- 2.2. Ensure that working hours are not excessive (not exceeding 48 hours per week, excluding overtime) and must allow for at least 1 day off for each 7-day period on average or, where allowed by national law, 2 days off in every 14-day period. Any work beyond these limits should be exceptional, and with the employees' full consent, and will not be used to replace regular employment. Maximum working hours will not exceed 60 hours unless under exceptional circumstances and allowed by national law.

Health and Safety

- 2.3. Provide a safe and hygienic working environment, including any catering or accommodation areas
- 2.4. Ensure any hazardous working, as defined by the International Labour Organisation (ILO), is carried out by persons aged 18 years or over
- 2.5. Ensure all equipment is safe for use and processes allow a safe working environment. The supplier must ensure that mandatory training is provided in a language the employee can understand), in the safe operation of all equipment and tools; this should be refreshed as often as necessary to remain effective
- 2.6. Work to eliminate; or reduce the threat to the employees' health from all hazards. These may include any hazardous chemical agents used in manufacturing and/or supply chain activities. The suppliers must ensure that mandatory training is provided in a language the employee can understand) in the safe use of any chemicals.
- 2.7. Provide free of charge any personal protective equipment necessary to ensure the health and safety of employees carrying out the work
- 2.8. Have policies and processes in place for recording and eliminating occurrences and/or reoccurrences of health and safety related incidents
- 2.9. Have in place processes and procedures for protecting the mental health of employees.

3. Treat Workers Fairly

Employers shall:

- 3.1. Allow employees the right of freedom of association, to voluntarily join, or be represented by, a trade union or similar organisation of their choice, and be free to leave such organisations. The employees, not management, must elect the representatives of any such employee body.
- 3.2. Not discriminate or treat any employee unfairly for any reason including (but not exclusive to) education, social class/caste, nationality, trade union membership, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation
- 3.3. Provide a workplace free from discrimination, harassment, violence, and victimisation

- 3.4. Treat all employees with respect and dignity
- 3.5. Remunerate equally all employees at the same employment grade, regardless of any characteristics listed above, unless statutory conditions require otherwise
- 3.6. Ensure effective employee engagement practises are in place, to the extent that all employees are clear of their duties and their employment rights under local and international laws.

4. Ethical Compliance and Economic Development

Suppliers shall:

- 4.1. As a minimum, comply with all laws, regulations and financial/tax legal requirements of the countries in which they are operating, manufacturing, or trading
- 4.2. Not involved in any way with acts of corruption or bribery, participate in anti-competition practices/cartels, or support acts of violence, terrorism, or abuse of individual people or communities
- 4.3. Not force unsustainable or unfair contract terms anywhere on their suppliers and must ensure this is cascaded in the supply chain, nor allow unfair exploitation of a dominant market or customer position.
- 4.4. Support fair trade conditions for producers, where applicable
- 4.5. Always act with respect and integrity, including open and transparent accounting
- 4.6. Allow employee protection if reporting misconduct or raising concerns with respect to their own, or another organisation, and ensure all affected employees are treated in a fair and transparent manner
- 4.7. Have undertaken due diligence of their supply chains and impacts caused by their activities, and actively seek out ways in which to minimise such negative impacts.

5. Environmental Compliance

Suppliers shall:

General

- 5.1. As a minimum, comply with all local and national environmental laws, regulations and directives of the countries they are working in, manufacturing in or trading with, as applicable
- 5.2. Actively avoid causing environmental damage and/or negative environmental impact through raw material source, manufacturing processes, supply of the goods or services and disposal of supply chain waste
- 5.3. Actively push to develop/innovate more environmentally friendly products/service solutions and takes manufacture, use and disposal into consideration, including the possibility of circular supply chains
- 5.4. Have a business plan in place, and be acting on it, to minimise their environmental impact year on year and adopting or working towards internationally recognised environmental standards and/or behaviours
- 5.5. Measure and monitor its environmental impacts, and measures are in place to effectively reduce identified environmental impacts (e.g. recycling, single use packaging, general plastic usage, energy efficiency measures).

Climate Emergency

5.6. Have acknowledged the Global Climate Emergency and have clear plans and actions to address this for areas of their responsibility and influence (across their operations and in their supply chains) in place and published with specific, meaningful levels of Greenhouse Gas (GHG) reduction achievement (scopes 1, 2 and 3) defined in incremental steps to work towards their climate emissions being net zero by 2030 or earlier.

Supplier Commitment

I, the undersigned, acting as a representative of the Company, hereby confirm that the Company adheres to the Sustain Code of Conduct and shall ensure its supply chain adheres to the Code of Conduct also, in order to enforce and promote sound social, ethical, environmental and economic practises.

Signed.....

Name of Company.....

Position.....

Date.....

Glossary

Suppliers: applies to all organisations in the supply chain, including the suppliers on the framework, and their suppliers throughout the supply chain.

Employees: this is all workers at all stages of the supply chain.