

Supply Chain Code of Conduct

Royal Holloway, University of London has adopted this Supply Chain Code of Conduct. This Supply Chain Code of Conduct has been collaboratively developed and reviewed by the Sustain Project, members including APUC, LUPC, HEPA, EAUC, various HE/FE institutional Procurement and Sustainability leaders, NUS (and other student associations) and People & Planet.

We are committed to carrying out our procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements, and contracts, with suppliers that share and adhere to our vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of this Supply Chain Code of Conduct, with respect to their organisation and their supply chain.

1. With respect to **Social Compliance Suppliers** shall:

Not use forced, involuntary or underage labour

- 1.1. Workers should be free to choose their employment and leave that employment on reasonable notice without hold of financial deposit or personal items.
- 1.2. Forced, bonded or involuntary prison labour shall not be used.
- 1.3. Not engage in any way with human trafficking, or support or work with organisations that engage in any way with human trafficking activity, organisations or persons.
- 1.4. Recruitment fees, if applicable, are always borne by the employer only.
- 1.5. Actively exceed the requirements of any anti-slavery / modern slavery legislation in any country that they operate in and comply with any voluntary and mandatory publication schemes in place to provide transparency of this activity.
- 1.6. Support the effective abolition of child labour.
- 1.7. 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.
- 1.8. Where any child is found to be engaged in or performing child labour, to provide support for that child to enable them to complete, as a minimum, their compulsory education (even if they shall cease to be involved in child labour), or an equivalent education level, as provided for under the UN Covenant on Economic, Social and Cultural Rights. Such support by the supplier should recognise and not prove detrimental to the conditions of the child or those that their work supports.



2. Provide suitable working conditions and terms

General

- 2.1. At least statutory minimum wages (or if none, a realistic living wage) must be paid without discrimination to all workers and all non-statutory deductions must be reasonable and with the consent of the worker.
- 2.2. Working hours must not be excessive (not over 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. Working beyond this should be non-regular and of employees own will and not used to replace regular employment. Maximum working hours shall not exceed 60 hours including overtime, unless under exceptional circumstances and allowed by national law

Health and Safety

- 2.3. A safe and hygienic working environment must be provided, including any catering or accommodation areas. Any hazardous working, as defined by ILO, should only be carried out by persons aged 18 years or over.

- 2.4. All equipment must be safe for use and processes must allow a safe working environment. Workers must receive training (which must be mandatory to attend and be in a language they can understand) in safe operation of all equipment and tools, which must be provided ongoing as frequently as required to remain effective.
- 2.5. The Supplier must endeavour to eliminate (in the first instance) or reduce the threat to worker health from all hazards, including any hazardous chemical agents used in manufacturing and/or supply chain activities and provide mandatory training (in a language they can understand) in the safe use of any harmful chemicals.
- 2.6. All personal protective equipment necessary to ensure the health and safety of workers carrying out the tasks must be provided free of charge by the employer.
- 2.7. Policies and processes must be in place for recording and eliminating occurrence/reoccurrence of health and safety related incidents and should have regard for avoiding the cause of any mental health issues affecting workers.



3. Treat workers fairly

- 3.1. Allow workers the freedom of association to join (but not be forced to join), or be represented by, a trade union or similar organisation of their choice, and be free to leave such organisations. Representatives of workers must be elected by the relevant workers, not appointed by management.
- 3.2. Not discriminate or unfairly treat any worker for any reason including 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 or victimisation.
- 3.4. Treat all workers with respect and dignity, and not accept inequality as justifiable on a basis of culture, religion etc.
- 3.5. Remunerate all workers equally at the same employment grade, regardless of any characteristics listed above, unless statutory conditions require otherwise.
- 3.6. Ensure effective worker engagement practices are in place, to the extent all workers are clear of their duties and their employment rights under local and international laws.
- 3.7. Ensure all representatives of suppliers, whilst on or near the institution's premises, or while interacting with any member of staff, student, or member of the public, behave in a respectful and polite manner and in accordance with the institution's equality, diversity and inclusion standards.



4. With respect to Ethical Compliance & Economic Development Suppliers shall:

- 4.1. As a minimum, comply with all laws and regulations of the countries they are working in, manufacturing in or trading with, as applicable.
- 4.2. Not be involved in any way with acts of corruption or bribery, or support acts of violence or terrorism or abuse of individual people or communities.
- 4.3. Not force unsustainable or unfair contract terms on their suppliers, or throughout their 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 staff protection if reporting misconduct or raising concerns with respect to their own, or another organisation, and ensure all affected staff 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. With respect to **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 manufacture and supply of the goods or services and disposal of supply chain waste.
- 5.3. The Supplier will 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. The Supplier measures and monitors 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.



6. **Supplier Engagement HE Tool**

- 6.1. We are encouraging all suppliers of goods, services and works to adopt the NETpositive Supplier Engagement Tool (<http://supplierengagementthe.net-positive.org/>). The tool enables suppliers to create a simple, free sustainability plan that measures environmental, economic and social sustainability performance.

Supplier Commitment

By trading with Royal Holloway, University of London the company agrees, and ensures that its supply chain agrees, to adhere to this Supplier Code of Conduct in order to enforce and promote sound social, ethical, environmental and economic practices.

