

Supplier Code of Conduct

The Council's aim is to adopt and ensure ways of working in our supply chains which:

- Respect fundamental international standards against criminal conduct (such as bribery, corruption and fraud) and human rights abuse (such as modern slavery), and respond immediately to such matters where they are identified, and
- Result in improvements to the working lives of people who contribute to our supply chains

Our purpose in doing this is to ensure that contracts are being delivered responsibly by our suppliers, and to build the trust of the public by promoting a culture of high ethical standards that deter or expose poor behaviour and practice.

We expect any supplier providing goods, works or services to maintain high standards of integrity and professionalism in their business dealings, adhering to the law and taking action where necessary to minimise negative impacts and potential risks.

We expect that:

- Acting with integrity and transparency
- Procurement processes are conducted in a transparent and equal way in accordance with the latest Public Contracts Regulations
- There is transparency and honesty in the spending of public money
- Suppliers will have systems and processes in place to ensure public money is used for the purpose it is intended.

Taxation

- Pay the required taxes responsibly and fairly, and not to seek to evade tax by the use of unethical practices

Working conditions are safe

- Operate appropriate health and safety policies and procedures overseen by a senior manager responsible for compliance and monitoring and ensuring employees have the necessary training and health and safety equipment.
- Provide comfortable and hygienic working conditions with clean toilets and water suitable for drinking and washing. Where worker housing is provided it should meet the same standards for health and safety as the workplace.

Good health is promoted

- Invest in measures for tackling ill health as healthy employees experience a better quality of life and tend to be more productive.

Employment is freely chosen

- Afford employees the freedom to choose to work and not use forced, bonded or nonvoluntary labour.
- Afford employees freedom of association with the right to join an independent trades union or other workers' associations and to carry out reasonable representative functions in the workplace.
- Put in place alternative means of democratic representation for workers where laws restrict freedom of association and collective bargaining.
- Do not use illegal blacklists to deliberately or unfairly exclude some sub-contractors or workers.

Working hours are not excessive

- Comply with national and international law or industry standards on employee working hours, whichever affords greater protection for the employee.
- Employees should not be expected to work more than 48 hours a week on a regular basis and, on average, receive at least one day off in every seven days. Overtime should be voluntary and not be demanded on a regular basis and where required it should be remunerated at an appropriate rate or be recoverable as time off in lieu and not exceed 12 hours in any week.

Performance Management

- Provide clear, easily understood disciplinary, grievance and appeal procedures that are lawful and appropriate. Any disciplinary measures should be recorded and suppliers should not seek to deprive employees of their legal or contractual rights.

Wages and Contracts

- Provide wages and benefits at rates that meet at least national legal standards of the country in which the services are performed.
- Provide employees with an easy to read contract of employment clearly explaining wage levels and other benefits.
- Wages should be monetary and not in kind (e.g., goods, vouchers) with no deductions made unless permitted under national law or agreed by the employee, without duress.
- Ensure that relevant criteria or standards for workers to be treated as self-employed are followed.

Training is provided

- Raise employees' skills through training and access to professional development as befits their role to improve quality and secure greater value for money.

No discrimination

- In relation to age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, to practice no discrimination in hiring, compensation, training, promotion, termination or retirement either directly or indirectly.

Mediation and Disputes procedure

- Provide clear and accessible processes for resolving disputes with employees and follow them. Child labour is eliminated
- Support the elimination of child labour.
- Provide for any child found to be working to attend and remain in quality education until adulthood
- Ensure no children and young persons are employed at night or in hazardous conditions, as defined by the International Labour Organisation.

No inhumane treatment is allowed

- Prohibit physical abuse, the threat of physical abuse, sexual or other harassment, verbal abuse and other forms of coercion.