

UWE Bristol Supplier Code of Conduct

Welcome

UWE Bristol is a future-focus university, locally embedded with global reach. Our students, relevance and impact are at the heart of everything we do.

As a supplier you play an important part in helping us in our drive to deliver an outstanding university experience for our students through innovative, practice-led, research-informed courses. Our relationship with you is essential in enabling us to deliver against our Strategy 2030 and drive our University forward.

Our Supplier Code of Conduct outlines our expectations of how our suppliers, and their supply chain partners, should act when providing the University with goods or services.

The way you do business should align to the values and aspirations outlined in this document, which are our values. We expect all of our suppliers to act in accordance with the highest ethical standards, and to comply with all relevant laws, regulations and licences, as set out in this Code of Conduct.

Thank you for playing your part in supporting our University responsibly and sustainably.

*William Liew
Chief Financial Officer
October 2020*

Forward

We expect our suppliers, their employees, and subcontractors to act in a manner that is compatible with our core values when delivering goods or services to the University and to respect the principles of this Supplier Code of Conduct. Suppliers who fail to adhere to such values may be required to agree an improvement plan, repeated or significant failures may result in a termination of contract.

Index

1. [Employment and Welfare Standards](#)
 - a. [General Principle](#)
 - b. [Health and Safety Responsibilities](#)
 - c. [Freedom of Association](#)
 - d. [Child Labour](#)
 - e. [Forced Labour](#)
 - f. [Living Wage](#)
 - g. [Working Hours](#)
 - h. [Discrimination](#)
 - i. [Gender Equality](#)
 - j. [Inhumane Treatment](#)
2. [Modern Slavery](#)
3. [Sustainability](#)
4. [Ethics](#)
 - a. [Conflicts of Interest](#)
 - b. [Gifts and Hospitality](#)
 - c. [Confidentiality](#)
 - d. [Treatment of Subcontractors](#)
 - e. [Behaviour](#)
 - f. [Social Value](#)
 - g. [Reputation](#)

1. Employment and Welfare Standards

a. General Principle

Suppliers should adopt and apply fair and ethical labour practices respecting internationally recognised fundamental human rights standards, including the Universal Declaration on Human Rights, the International Labour Organisation's Declaration on Fundamental Principles and Rights to Work, all international covenants and International Labour Organisation conventions.

Wherever possible, work must be performed on the basis of a recognised employment relationship established through national law and practice.

There must be no forced, bonded or involuntary prison labour.

Workers must be free to leave their employer after reasonable notice.

b. Health & Safety Responsibilities

All suppliers must apply the requirements of The Health & Safety at Work Act to ensure, so far as is reasonably practicable, the health and safety of its employees and others who may be affected by its undertaking. The Act sets out the general duties which:

- employers have towards employees and members of the public
- employees have to themselves and to each other
- certain self-employed have towards themselves and others

All suppliers must ensure they follow the requirements imposed by all secondary legislation applicable to their work activity, good and services provided to the University. This will include but not limited to the requirements of the Management of Health & Safety at Work Regulations to complete risk assessments.

Every employer shall make a suitable and sufficient assessment of—

- the risks to the health and safety of their employees to which they are exposed whilst they are at work; and
- the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct of their undertakings.

All suppliers must ensure when providing new work equipment for use at work that it conforms with the essential requirements of European Community law (for new machinery this means the Machinery Directive). This must it:

- be CE marked
- come with a Declaration of Conformity
- is provided with instructions in English
- is free from obvious defects – and that it remains so during its working life

Any breaches of Health and Safety legislation or accidents must be reported immediately to the contract manager

https://www.uwe.ac.uk/-/media/uwe/documents/about/policies/health_and_safety_management_system.pdf

c. [Freedom of Association](#)

Employees should not be prevented from associating freely with any lawful and peaceful workers' or collective bargaining association. If local labour laws restrict this, then the supplier is encouraged to facilitate a parallel means of independent and free association and bargaining for their staff.

d. [Child Labour](#)

Child Labour shall not be used.

Children and young persons under 18 shall not be employed at night or in hazardous conditions.

Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable him or her to attend and remain in quality education until no longer a child.

Where a child worker must be displaced, adult family members should have the opportunity to assume the child's position in order to maintain family earnings.
(“child” and “child Labour” as defined by the International Labour Organisation).

e. [Forced Labour](#)

Suppliers must not use forced or illegal labour, including indentured or bonded labour or any form of compulsory labour.

f. [Living wage](#)

The university is a Real Living Wage employer and encourages its suppliers to also meet this standard and publicise this.

Wages and benefits paid for a standard working week to workers in the UK shall meet National Living Wage or Minimum wage according to their age.

Any workers not in the UK shall meet the minimum wage as set out by their government.

All workers shall be provided with written and understandable information about their employment condition in respect to wage before they enter employment.

Deductions from wages as disciplinary measures shall not be permitted, nor shall any deductions from wages not provided for by the relevant national law without the express permission of the worker.

g. [Working hours](#)

Regular working hours should not exceed 48 hours per week and suppliers should ensure that the combination of regular working hours and overtime hours do not exceed 60 hours per week.

Overtime hours will be voluntary. Overtime shall be used responsibly taking into account the extent, frequency and hours worked by the individual and workforce. It shall not be used to replace regular employment.

In special circumstances employees may be expected to work longer than standard hours for limited periods of time. Where this occurs, additional working hours and consecutive working

days will be in compliance with the local regulations and planned in a way to ensure safe and humane conditions. Employees are entitled to at least one day off in any seven-day period.

h. [Discrimination](#)

Suppliers shall not subject any person to discrimination in employment; including hiring, wages, benefits, advancement, training, termination or retirement based on race, caste, national origin, religion or belief (including lack of), age, disability, gender, pregnancy or maternity, marital status or civil partnership, sexual orientation, gender identity or gender reassignment, union membership or political affiliation.

Suppliers shall ensure pregnant workers are assigned work tasks appropriate for, and not threatening to, their condition.

i. [Gender Equality](#)

Female workers will receive equal remuneration, including benefits, equal treatment, equal evaluation of the quality of their work, and equal opportunity to fill all positions open to male workers.

Workers who take maternity/paternity /adoption leave will not face dismissal nor threat of dismissal, loss of seniority or deduction of wages and will be able to return to their former employment at the same rate of pay and benefits.

Workers will not be exposed to hazards, including glues and solvents, which may endanger their safety, including their reproductive health.

<https://www.uwe.ac.uk/about/values-vision-strategy/equality-and-diversity/policies>

j. [Inhumane treatment](#)

Suppliers shall not subject any person to harassment, bullying victimisation or corporal punishment, and/or threat of violence and will prohibit the use of monetary fines or any form of mental, physical or sexual abuse, coercion or intimidation. Workers should have the right to raise concerns through a range of routes. Whistleblowing routes should be clearly identified and concerns raised should be investigated fully.

2. [Modern Slavery](#)

Suppliers must ensure that they are not directly engaged in slavery, servitude, forced and compulsory labour, or human trafficking.

Suppliers must take reasonable and proportionate steps to ensure that their suppliers and sub-contractors are not engaged in slavery, servitude, forced and compulsory labour or human trafficking.

Suppliers must be prepared to provide to us the names and geographical locations of their own suppliers, to the extent that these are the source of products supplied to us.

Suppliers must state their awareness of the Modern Slavery Act 2015 and their compliance with it.

<https://www.uwe.ac.uk/-/media/uwe/documents/about/policies/modern-slavery-human-trafficking.pdf>

Suppliers are encouraged to upload to the Government Modern Slavery statement registry:

<https://www.gov.uk/government/news/government-launches-modern-slavery-statement-registry>

3. Sustainability

The university expects suppliers to be aware of and support the university's commitment to understand and reduce supply chain impacts on the environment. We expect suppliers to be open and transparent in assisting the university or third parties in reporting the environmental impacts on service or product utilisation.

Suppliers shall ensure that they comply with local legislation and industrial regulations on environmental matters

<https://www.uwe.ac.uk/about/values-vision-strategy/sustainability/strategy-leadership-and-plans>

4. Ethics

a. Conflicts of interest

Suppliers must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work with the university. They should not act or take decisions in order to gain financial or other material benefits for themselves, relatives, friends, and close associates, other than payment from the university for goods or service for which they are contracted. They must declare any conflicts of interest as soon as they are known.

b. Gifts and Hospitality

No gifts or hospitality shall be given or promised that could create suspicion of an intention to influence business transactions with the university or give the impression that individuals have been or may have been influenced in exercising their duties.

A modest degree of hospitality or gift in keeping with a normal business relationship may be offered – e.g. refreshments or a working lunch when meeting, including Charity, Sporting or Professional events - but should not be over £30 and must not be in cash. Such hospitality or gifts will then be logged by University staff recipients in the Gifts and hospitality register.

<https://www.uwe.ac.uk/-/media/uwe/documents/about/policies/anti-bribery-policy.pdf>

c. Confidentiality

Suppliers are expected to comply with the provisions in their contract and any legal requirement to protect sensitive information.

Suppliers may be party to confidential information that is necessary for them to be effective partners. This information should be handled with the same care as information of similar sensitivity within the supplier's own organisation.

d. Treatment of subcontractors

Suppliers shall deal fairly with subcontractors in their supply chain, observing the principles of the Prompt Payment Code.

Suppliers should not create barriers to the use of Small and Medium-sized Enterprises who are qualified to provide goods or services and to encourage innovation in their supply chain to increase the value or quality of supply.

Suppliers should not pass unreasonable levels of risk to subcontractors who cannot reasonably be expected to carry or manage such risk.

e. Behaviour

At all times the interactions of all suppliers and their staff should be respectful. This includes behaviour of employees at all times, recognising and respecting the wishes and privacy of all that they may come into contact with including staff, students and members of the public. This includes the use of not work channels to contact or send or communicate inappropriate or unwanted content, intent and material to anyone they may come into contact with at the university without their express consent.

Respectful behaviour includes avoiding any actions or language aimed towards university staff, students or members of the public on university premises which may be considered as inappropriately lewd, sexual, sexist, racist, homophobic, biphobic or transphobic or discriminatory in relation to any protected characteristics.

Any activity that may cause actual reputational or financial damage to the university will be counter to the aims and values of the university and shall be in breach of this code.

All representatives of suppliers to the university, whilst on university premises should conduct themselves professionally, including in relation to use of alcohol, drugs and substances. Anyone found to be working under the influence of drugs alcohol or substances should be subject to the appropriate disciplinary procedure.

All representatives of suppliers to the university whilst on university premises must limit their impact on any teaching or assessment activities caused by their activities or undue noise.

f. Social Value

In order to add Social Value for all our stakeholders including our staff, students, local residents and businesses, where it is feasible and cost effective, use of local supply chains and expertise to ensure reinvestment in the local community should be considered.

g. Reputation

We want to work with suppliers who are proud of their reputation for fair dealing and quality delivery. We want suppliers to see that working with the university will enhance both of our reputations. We expect suppliers to be protective of that reputation and they should ensure that they, their staff and subcontractors do not bring any disrepute by engaging in any act or omission that may diminish our relationship or reputation.

<https://www.uwe.ac.uk/-/media/uwe/documents/about/policies/corporate-ethics-policy.pdf>

For clarification or further information please contact purchasing@uwe.ac.uk