

PROCUREMENT AND COMMERCIAL SERVICES

SUPPLIER CODE OF CONDUCT

October 2020

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UNIVERSITY
OF SUSSEX

Introduction

This Supplier Code of Conduct applies to all Suppliers who provide goods or services to the University of Sussex as well as their Sub-contractors. It is intended to help Suppliers understand the minimum ethical, social and environmental standards and behaviours that are expected when working on a university contract.

We expect our Suppliers to strive to exceed both international and industry best practice, operate in a manner that is compatible with the university's values and uphold the reputation of the University. We also expect that Suppliers encourage and work with their own sub-contractors and suppliers to ensure that they also meet the principals in this Code of Conduct.

The overall objective of this Supplier Code of Conduct is to build trusting and open relationships between the University and its Suppliers in order to drive improved performance throughout our supply chains.

Definitions

For the purpose of this Code of Conduct:

“Sub-contractor” means contractors and service providers contracted to supply goods or services to University of Sussex Suppliers;

“Supplier” means all persons or entities, including contractors, consultants, and business associates, contracted to supply goods or services to University of Sussex;

“Supplier Code of Conduct” means this document.

Supplier Code of Conduct

1. Work in a manner consistent with the Ten Principles of the UN Global Compact;
2. Comply with the requirements and observe the spirit of the Modern Slavery Act 2015;
3. Meet the requirements of the Equality Act 2010 in employment practices and service delivery;
4. Operate a health and safety policy that protects the health, safety and welfare of all concerned with the provision of goods or services;
5. Endeavour to pay all employees and Sub-contractors at least the Living Wage, or an equivalent Global Living Wage, as set by the Living Wage Foundation;
6. Have programmes in place to prevent fraud and corrupt business practices, complying with the Bribery Act 2010;
7. Be fair and reasonable in payment practices and comply with the standards set out in the Prompt Payment Code;
8. Keep sensitive information confidential and comply with all contractual terms, non-disclosure, and confidentiality agreements;
9. Use recognised industry practices in the delivery of goods or services and work to continuously improve these goods and services;
10. A policy commitment to continually seek to minimise negative environmental impacts of your business activities;
11. Proactively work with and assist the University in the understanding and reduction of supply chain impacts on our environment, and risks related to the security of raw material supply;
12. Upon request, provide details to the University on factory and production facility locations.