

PS Connect



Supply Chain Charter



University
of Exeter



Introduction

The University of Exeter has embraced and expanded on the Supply Chain Code of Conduct developed by the APUC's Sustain Project. We are dedicated to conducting our procurement activities with a strong commitment to environmental, social, ethical, and economic responsibility. We seek to establish agreements and contracts with suppliers who align with and uphold our vision. In order to showcase this dedication, we request current and potential suppliers to affirm their compliance with the principles outlined in this Supply Chain Charter, both within their organization and throughout their supply chain. **(Reference to “Suppliers” in this code means Suppliers *and* their supply chains).**

1. With respect to Social Compliance Suppliers must:

- 1.1. Not use forced, involuntary or underage labour
- 1.2. Ensure workers are free to choose their employment and leave that employment on reasonable notice without hold of financial deposit or personal items. (SDG 8) (NT1)
- 1.3. Not use forced, bonded or involuntary / prison labour. (SDG 8.7) (NT43)
- 1.4. Not engage in any way with human trafficking, nor support or work with organisations that engage in any way with human trafficking activities, organisations or persons. (SDG 8.7) (NT43)
- 1.5. Ensure recruitment fees, if applicable, are always borne by the employer only. (SDG 8) (NT13 and NT10)
- 1.6. 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. (SDG 8) (NT21 and NT43)
- 1.7. Support the effective abolition of child labour. (SDG 8.7) (NT43)
- 1.8. 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. (SDG 8.7) (NT43)
- 1.9. Ensure 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. (SDG 4 and 8.7) (NT10, NT13 and NT43)

Sustainable Development Goal 8: Decent Work and Economic Growth, with additional ties to Goal 4: Quality Education.

NT1	No. of full time equivalent direct local employees (FTE) hired or retained for the duration of the contract
NT13	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)
NT21	Equality, diversity and inclusion training provided both for staff and supply chain staff



NT43	Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)
NT10	No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation)

2. With respect to Working Environment and Terms Suppliers must:

General

- 2.1 Ensure at least statutory minimum wages (or if none, a realistic living wage) are paid without discrimination to all workers, and all non-statutory deductions must be reasonable and with the consent of the worker. (SDG 8 and 8.5) (NT40 and NT58)
- 2.2 Ensure that working hours are not 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 workers' 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. (SDG 8 and 8.7) (NT43)

Sustainable Development Goal 8: Decent Work and Economic Growth, focusing on fair wages, reasonable deductions, and appropriate working hours to ensure the well-being and rights of workers

NT40	Number and type of initiatives to be put in place to reduce the gender pay gap for staff employed in relation to the contract (describe and document initiatives)
NT43	Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)
NT58	No. of full time equivalent local employees (FTE) on contract to have pay raise to Real living wage or higher (on a renewed contract or TUPE)

Health and Safety

- 2.3 Ensure a safe and hygienic working environment is provided, including any catering, washroom or accommodation areas. Any hazardous working, as defined by ILO, should only be carried out by persons aged 18 years or over. (SDG 8 and 8.7)
- 2.4 Ensure all equipment is 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. Training must be provided as frequently as required to remain effective. (SDG 3.4)
- 2.5 Use best endeavours to eliminate (in the first instance) and to reduce the threat to workers health from all hazards, including any hazardous chemical agents used in manufacturing and/or supply



chain activities and provide mandatory training (in a language workers can understand) in the safe use of any harmful chemicals. (SDG 3 and 8)

- 2.6 Provide all personal protective equipment necessary to ensure the health and safety of workers. (SDG 3.9)
- 2.7 Ensure policies and processes are in place for recording and eliminating occurrence/reoccurrence of health and safety related incidents and they should have regard to avoiding the cause of any mental health issues affecting workers. (SDG 3.6)

Sustainable Development Goal 3: Good Health and Well-being and SDG 8: Decent Work and Economic Growth by emphasizing the importance of a safe and healthy working environment, proper training, and the elimination of hazards in the workplace.

Worker Rights and Behaviours

- 2.8 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. (SDG 8.8) (NT20)
- 2.9 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, culture, religion or belief, sex, or sexual orientation. (SDG 5 and 10) (NT21)
- 2.10 Provide a workplace free from discrimination, bullying, harassment, violence or victimisation. (SDG 5 and 16) (NT21)
- 2.11 Ensure the principles of equality, diversity and inclusion are fully respected for all workers, treating all workers with respect and dignity, and not accept inequality as justifiable for any reason. (SDG 10 and 16) (NT21)
- 2.12 Remunerate all workers equally at the same employment grade, regardless of any characteristics listed above, unless statutory conditions require otherwise. (SDG 5 and 8) (NT21 and NT40)
- 2.13 Ensure effective worker engagement practises are in place to such an extent that all workers are clear of their duties and their employment rights under local and international laws. (SDG 8.5) (NT80)
- 2.14 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. (SDG 10 and 16) (NT21)
- 2.15

Sustainable Development Goal 5 (Gender Equality), SDG 8 (Decent Work and Economic Growth), SDG 10 (Reduced Inequalities), and SDG 16 (Peace, Justice, and Strong Institutions), by emphasizing non-discrimination, fair labour practices, and inclusive workplace environments.

NT20	No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes
------	---



NT21	Equality, diversity and inclusion training provided both for staff and supply chain staff
NT40	Number and type of initiatives to be put in place to reduce the gender pay gap for staff employed in relation to the contract (describe and document initiatives)
NT80	No. of weeks of employee (FTE) upskilling (i.e. training opportunities and comprehensive upskilling programmes) specifically delivered on the contract e.g. (BTEC, City & Guilds, NVQ, HNC, RQF). Must have either been completed during the year, or will be supported by the organisation until completion in the following years - Level 2,3, or 4+

3. With respect to Ethical Compliance & Economic Development Suppliers must:

- 3.1 As a minimum, comply with all laws, regulations and financial/tax legal requirements of the countries they are working in, manufacturing in or trading with, as applicable. (SDG 16) (NT43)
- 3.2 Not be involved in any way with acts of corruption or bribery, participate in anti-competition practices/cartels or support acts of violence or terrorism or abuse of individual people or communities. (SDG 16 and 17) (NT43)
- 3.3 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. (SDG 8)
- 3.4 Support fair trade conditions for producers, where applicable. (SDG 12) (NT43)
- 3.5 Always act with respect and integrity, including open and transparent accounting. (SDG 12) (NT43)
- 3.6 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. (SDG 16) (NT43)
- 3.7 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. (SDG 12 and 17) (NT43)

Sustainable Development Goal SDG 12 (Responsible Consumption and Production), SDG 16 (Peace, Justice, and Strong Institutions), and SDG 17 (Partnerships for the Goals), by emphasizing responsible business practices, ethical conduct, and sustainable operations.

NT43	Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)
------	--

4. With respect to Environmental Compliance Suppliers must:

General



- 4.1 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. (SDG 17 and 13)
- 4.2 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. (SDG 12) (NT87, NT88 and NT32)
- 4.3 Suppliers must protect and minimise use of clean water sources through reduced use of pollutants and toxic chemicals, and increase water use efficiency through measures such as recycling and re-use of grey water in manufacturing, desalination, water harvesting and waste-water treatment. (SDG 6) (NT53)
- 4.4 Work towards developing and innovating more environmentally friendly products/service solutions and take manufacture, use and disposal into consideration, including the possibility of circular supply chains. (SDG 12 and 13) (NT87 and NT88)
- 4.5 Have a business plan in place, and be acting on it, to minimise their environmental impact year on year and adopt or work towards internationally recognised environmental standards, measuring and monitoring its environmental impacts, and ensure measures are in place to effectively reduce identified environmental impacts (e.g. recycling, circular economy practices, reduced waste, energy efficiency measures). (SDG 12 and 13) (NT82 and NT88)
- 4.6 Take active steps towards the elimination of excessive packaging and single use plastics through volume reduction and increase of recycled content in plastics and packaging materials. (SDG 12 and 14) (NT88)

Global Climate & Ecological Emergency

- 4.7 HE and FE institutions are increasingly setting ambitious targets encompassing all three scopes of the Greenhouse Gas Protocol, often specifying 2030 as their net zero target, and require their suppliers to support them in this task. The Supplier must support the aims of the sectors in reducing the climate emission impact of their supply chains, including having clear and verifiable plans and actions in place, where to do so is reasonable and proportionate to the nature of the goods and services provided. (SDG 13 and 17) (NT31 and NT53)

Sustainable Development Goal 6 (Clean Water and Sanitation), SDG 12 (Responsible Consumption and Production), SDG 13 (Climate Action), and SDG 17 (Partnerships for the Goals), by emphasizing environmentally responsible practices, climate action, and sustainable production and consumption.

NT32	Car miles saved on the project as a result of a green transport programme or equivalent (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)
NT87	Total volume of reduced plastics against a relevant benchmark
NT88	Reduce waste through reuse of products and materials
NT31	Savings in CO2e emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved) against a specific benchmark.
NT53	Innovative measures to safeguard the environment and respond to the climate emergency to be delivered on the contract - these could be e.g. co-designed with



	stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.
NT82	Carbon emissions reductions through reduced energy use and energy efficiency measures - on site

Supplier Commitment

I, the undersigned, acting as a representative of the Company, hereby commit to Responsible / Sustainable procurement and confirm that the Company adheres to the Sustain Supply Chain Code of Conduct and shall ensure its supply chain adheres to this Code of Conduct also, in order to promote sound social, ethical, environmental and economic practises.

Signed

.....

Name

of

Company.....

Position.....**Date**

.....