

SCHEDULE 2
APPENDIX 2
SUPPLIER CHAIN ETHICAL CODE OF CONDUCT

The Royal Borough of Kingston is fully aware of the responsibility we bear towards our customers, employees and the communities in which we work. We are committed to ensuring that the working conditions in the Council's supply chain are safe, that workers are treated with respect and dignity, and that manufacturing processes are environmentally responsible.

We require from our suppliers and companies who do business with us and their own supply chain to operate in full compliance with the laws, rules, and regulations of the countries in which they operate.

Law and Ethical Standards

The supplier shall comply with all laws applicable to its business. The supplier should support the principles of the United Nations Global Compact, the UN Universal Declaration of Human Rights as well as the 1998 International Labour Organisation Declaration on Fundamental Principles and Rights at Work, in accordance with national law and practice.

Antidiscrimination

Suppliers shall not discriminate against any worker based on race, colour, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation,

Union membership, national origin, or marital status. This applies in the areas of hiring and employment practices such as applications for employment, promotions, rewards, access to training, job assignments, wages, benefits, discipline, and termination although this list is not exhaustive.

Equality Duty

All suppliers are expected to be committed to eliminating discrimination, promoting equality of opportunity and fostering good relations between persons with protected characteristics and those who don't within their own and their own supply chains working and employment practices.

Fair Treatment

Suppliers shall not threaten workers with or subject them to harsh or inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, mental coercion, physical coercion, verbal abuse or unreasonable restrictions on entering or exiting company provided facilities. Suppliers shall prohibit harassment and unlawful discrimination in the workplace.

Prevention of Involuntary Labour

Suppliers shall not use any form of forced, bonded, indentured, or compulsory labour. All work must be voluntary and workers shall be free to leave work or terminate their employment with reasonable notice.

Prevention of Underage Labour

The supplier shall not employ children under the age of 15. If national laws or regulations allow children between the ages of 13 and 15 to perform light work, such work is not permitted under any circumstances if it would hinder a minor from the completion of compulsory schooling or training, or if the employment would be harmful to their health development (International Labour Organisation Minimum Age Convention 138)

Wages and Benefits

The supplier shall comply with the respective national laws and regulations regarding working hours, wages and benefits. Suppliers shall pay all workers at least the minimum wage required by applicable laws and regulations and provide all legally mandated benefits. In addition to their compensation for regular hours of work, workers shall be compensated for overtime hours at the premium rate required by applicable laws and regulations. Suppliers shall not use deductions from wages as a disciplinary measure. Suppliers shall offer vacation time, leave periods, and holidays consistent with applicable laws and regulations.

Health and Safety

We expect our suppliers to strive to implement the standards of occupational health and safety at a high level. The supplier is expected to comply with applicable occupational health and safety regulations and provide a work environment that is safe and conducive to good health, in order to preserve the health of employees and prevent accidents, injuries and work related illnesses.

Environment

The supplier shall comply with all applicable environmental laws, regulations and standards as well as implement an effective system to identify and eliminate potential hazards to the environment. We expect our suppliers to take climate protection appropriately into account in their own operations.

Business Integrity

Suppliers must be committed to the highest standards of ethical conduct when dealing with workers, suppliers, and customers. Corruption, extortion, and fraud, in any form, is strictly prohibited. The suppliers shall comply with international anti-bribery standards as stated in the United Nations' Global compact and local anti-corruption and bribery laws including The Bribery act 2010. In particular, the supplier and its supply chain may not offer services, gifts or benefits to Council employees, including Councillors and agents in order to influence any part of the Council's business. Suppliers and their supply chain must also declare any interest that compromises the impartial delivery of the service to the Council.

Whistleblower Protection and Anonymous Complaints

Suppliers shall effect a whistleblowing policy to allow complaints to be raised outside the usual management structure. Suppliers will also be expected to ensure the protection of confidentiality of workers who whistleblow and prohibit retaliation against workers who participate in such programs in good faith. Suppliers shall provide an anonymous complaint

mechanism for workers to report workplace grievances in accordance with local laws and regulations.

Blacklisting Databases

We expect our suppliers to prohibit the systematic compilation of information on trade unionists and its use to discriminate against those individuals because of their trade union membership or because of their involvement in trade union activity.

Business Partner Approach

The suppliers shall communicate the principles stated in this Supplier Chain Ethical Code of Conduct to all its subcontractors and other business partners who are involved in supplying products and services subscribed to in the main contract. The suppliers shall ensure such parties adhere to these standards.

Compliance with the Supplier Code of Conduct

The Council contract management teams may visit (and/or appoint external partners to visit) the Supplier's facilities (or those of the Supplier's subcontractors and or agents), with or without notice, to assess compliance with this Code. In particular but not exhaustively the purpose of the visit may be to audit the Supplier's management information to verify wage, hour, payroll, and other worker records and practices. Violations of this Code may result in immediate termination as the Authority's Supplier and in legal action, where appropriate.