



UNISON'S SUPPLIER CODE OF CONDUCT

UNISON actively promotes the adoption of good labour standards, worker rights, equal opportunities and considers occupational health and safety a priority. Products and services must be produced and supplied under safe working conditions that do not involve abuse or exploitation of persons and in a manner that promotes sustainable practices and protects the environment.

UNISON seeks to work with suppliers that share the same values and standards for workers. As a minimum, UNISON seeks to engage suppliers that comply with all relevant legislation, including adherence to the Modern Slavery Act and have sound employment and working practices, including health and safety and environmental record.

UNISON maintains a zero-tolerance policy towards sexual harassment and expects all UNISON suppliers and subcontractors to fully adhere to our Sexual Harassment Policy.

UNISON is an accredited Living Wage Employer and seeks to work with organisations that pay a minimum of the Living Wage. UNISON will not work with suppliers (or their subcontractors) that unlawfully discriminate against employees, or suppliers that prevent or discourage employees from joining trade unions.

UNISON expects its Suppliers to actively work towards applying the labour standards set out under the Ethical Trade Initiative (ETI) Base Code. This should include any sub-contractors. Suppliers should also have ethical audits carried out to demonstrate their commitment and identify any risks in this area. Suppliers must be able to demonstrate any corrective action/measures taken in the event of any non-compliance.

Suppliers are expected to have or be working towards having policies or statements on the following:

- Health and safety
- Environmental management (or sustainable practices/corporate social responsibility)
- Quality
- Employee policy and procedures including (but not limited to) training and development, apprenticeships, disciplinary, grievance and appeal, bullying and harassment.
- Equal Opportunities – including prevention and discipline processes for discrimination against marginalised groups, such as LGBT+ workers and Black workers
- Trade Union recognition and staff consultation
- Transparency in supply chains (TISC) statement (as required by the Modern Slavery Act 2015) or other policy/statements in this area if not covered by the Act
- Business Continuity Planning
- Anti-corruption and anti-bribery
- Ensuring as far as is practicable, the eradication of the use of conflict minerals
- Data protection and security standards (if applicable)

UNISON reserves the right to exclude any suppliers from procurement processes if it is found that the organisation:



- 1) Is bankrupt or is the subject of insolvency or winding-up proceedings
- 2) Is in breach of legislation, such as labour – including block listing of trade unionists, health and safety, environmental, social or data protection
- 3) Is found to have overstated achievements under their Modern Slavery Transparency Statement or on other publicly available material
- 4) Has attempted to unduly influence the decision-making process,
- 5) Has negligently provided misleading information, withheld information or is not able to submit supporting information
- 6) Has entered into agreements with other organisations aimed at distorting competition
- 7) Facilitates arms trading by hosting arms fair on their premises and or develops, produces or trades indiscriminate weapons used in the violation of human rights

As well as requesting details of such policies and statements UNISON will request information on employment practices and may wish to test the information provided. Depending on the contract this may involve UNISON personnel speaking to employees and other clients and visiting supplier/client premises to test and validate information provided.

UNISON's suppliers must declare any relationship with UNISON staff that could be a potential conflict of interest.

We expect suppliers to maintain ethical controls over their business activity which ensures no risk of bribery or corruption within their personnel and their supply chain.

Suppliers must protect all sensitive information, including confidential, proprietary and personal information. Information should not be used for any purposes beyond the scope of the business arrangement.

UNISON's suppliers are required to comply with this Code of Conduct.



Declaration of Supplier's Acceptance of

UNISON's Supplier Code of Conduct

Compliance to UNISON's Supplier Code of Conduct is an essential prerequisite to becoming a supplier to UNISON.

On behalf of the supplier I confirm that:

1. We have received and read UNISON's Supplier Code of Conduct (version 2022) and in addition to our obligations under any contract(s) with UNISON we confirm our full compliance with the principles and requirements of the Supplier Code of Conduct.
2. We will effectively communicate the requirements of the Supplier Code of Conduct with our employees, agents and subcontractors as appropriate to ensure all requirements are implemented.
3. UNISON may request information and carry out visits/inspections of our facilities to ensure that all requirements are implemented accordingly and may ask for reconfirmation of compliance with the Supplier Code of Conduct when entering into a contract with UNISON.

I hereby certify that I am an authorised representative (delegated or otherwise) of the supplier and I am permitted to make these undertakings on behalf of the supplier.

Signed:

Full name and position in Company:

on behalf of (Name of Company):

Address:

Telephone Number:

Date:

Please return this declaration to:
Procurement Team, UNISON Centre, 130 Euston Road, London, NW1 2AY.
Email: purchasing@unison.co.uk