



## Working with responsible suppliers

*"A world class City requires world class products and services, this guidance note lays out our expectations of suppliers when it comes to upholding the high standards the City of London Corporation sets itself with respect to the environment, equal opportunities and social responsibility" Chris Bilsland, Chamberlain*

The City of London spends approximately £200 million annually on the procurement of goods and services. Our policy is to incorporate social, environmental and ethical considerations into purchasing decisions to make a positive contribution to the environment and society.

The City of London would like all our suppliers to consider the following principles:

### **Society**

**Health, Safety and Hygiene:** All applicable and local environmental, health and safety regulations must be complied with, and a safe and healthy workplace provided. Adequate steps should be taken to prevent accidents occurring in the normal course of work. Workers should receive suitable health and safety training and have access to clean toilet facilities and clean drinking water as required. Health and Safety in the workplace shall be the responsibility of a senior member of the supplier's management.

**Industry Specific Training:** Both mandatory and requisite training shall be provided to workers and regular refresher training provided on a timely basis.

**Discipline:**

Disciplinary and grievance procedures shall be clearly documented and communicated to all employees.

**Working Hours:** working hours should not be excessive and shall comply with relevant national laws. Overtime should be voluntary.

**Equality of Treatment:** Organisations will seek to eliminate discrimination in access to employment, training and working conditions, on grounds of age, disability, ethnicity or race, gender (including transgender issues), marital or civil partnership status, maternity or nursing mother status, nationality, religious belief or non-belief, sexual orientation, or social origin; they will actively promote equality of opportunity and treatment within their own organisation and with the organisations with which they work.

**Remuneration:** Wages and benefits afforded to employees should meet national standards. Workers should be provided with clear written information on their pay and conditions.

**Community impact:** Organisations are encouraged to support the communities in which they operate through appropriate community initiatives, use fair-trade goods where ever possible and source from social enterprises and small to medium sized businesses, especially those in deprived areas of the country.

## Environment

**Legislation:** All relevant environmental legislation is complied with in the regions in which they operate.

**Management:** Suppliers should have documented policies regarding environmental management and should monitor and review environmental performance particularly in minimising energy and water use, recycling, and avoiding contamination

### Our Commitment

To support our suppliers in addressing the above issues, The City of London will:

1. For suppliers in the City and the surrounding 7 boroughs (Camden, Westminster, Tower Hamlets, Southwark, Lambeth, Islington, and Hackney) provide access to free Corporate Social Responsibility training via [Heart of the City](#).
2. Review and revise this guidance on an annual basis.
3. Protect the confidentiality of information entrusted to us.
4. Where the above issues are built into a contract, seek to exert commercial influence where we are confident that improvements can be made in environmental, social or ethical performance of suppliers.
5. Ensure that suppliers' staff working on our premises are treated with the same respect for diversity and workplace safety as our own staff.
6. Where the above issues are built into a contract, base our supplier selection on objective and transparent criteria that include the consideration of environmental, social and ethical performance.
7. Where the above issues are built into a contract, cease trading with suppliers showing persistent disregard for important elements of environmental, social and ethical performance.
8. Act as an advocate for responsible supply chain practices within our industry sector.