



## 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 purchases range from computer equipment and office supplies, to energy and air travel.

Our policy is to seek the purchase of goods and services that minimise negative and enhance positive impacts on the environment and society whilst meeting our business requirements. By incorporating social, environmental and ethical considerations into purchasing decisions we endeavour to make a positive contribution to the environment and society.

To this end, we have developed guidance to enable potential suppliers to understand the types of issues that may be referred to in tender documents. Adoption of this guidance is not monitored; however, if these issues are incorporated into specific contracts they will be monitored at a later stage in the procurement process.

## Recommendations for suppliers

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

### **Society**

The City of London seeks to ensure that the working conditions at suppliers of the products and services we purchase meet the standards of the International Labour Organisation (ILO) and the Universal Declaration of Human Rights (UDHR). We encourage our suppliers to adopt (**and promote to their suppliers**) the following standards of social compliance:

**Child Labour:** Organisations should ensure the effective long-term elimination of child labour, in a manner consistent with the interests of the children concerned. Minimum age legislation shall be complied with in all areas in which our suppliers operate. Children or young persons under 18 shall not be employed at night or in hazardous conditions.

**Forced Labour:** There should be no forced, bonded or involuntary labour and no workers are required to lodge "deposits" or identity papers with their employers and should be able to leave after giving reasonable notice.

**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:** Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is not acceptable. Disciplinary and grievance procedures shall be clearly documented and communicated to all employees.

**Freedom of Association and Employee Representation:** Suppliers shall recognise the rights of workers to form and join organisations of their own choosing without prior authorisation, which are free to meet without hindrance and to bargain collectively.

**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. Each employee shall be provided with all statutory benefits and no non-statutory deductions shall be made from wages without the express consent of the person concerned.

**Employment terms:** All workers should be provided with simple, written contracts which must detail the terms and conditions of their employment. Contracts should be clearly understandable to each worker. Work performed should be on the basis of recognised employment law and practice.

**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:

- Develop guidelines in order to minimise the use of energy, water and raw material, maximise the use of recyclable and renewable materials including energy.
- Avoid contamination of the local environment and ensure that emissions, air, noise and odour pollution is, as a minimum, within nationally defined limits.

- Manage waste in a hierarchical manner i.e. adhering to the principles of Reduce, Reuse and Recycle.
- All hazardous or toxic waste that is produced is properly identified and disposed of by licensed and competent bodies via authorised and/or licensed means.

**Awareness:** Suppliers should be aware of potential environmental risks inherent in their production, service or sourcing activities. Suppliers should implement mechanisms and processes to mitigate or minimise potential environmental risks.

**Design:** Suppliers should consider the degree to which products and services have been designed with environmental considerations in mind. Avoid the purchase of products such as peat and ozone depleting chemicals where more environmentally friendly products are available.

## Ethics

Suppliers should ensure that management systems and practices are in place to ensure the prevention of:

- Money Laundering.
- Insider Trading.
- Conflicts of Interest.
- Fraud, Bribery and Corruption and other improper Payments or Gifts.
- Unauthorised access to personal and business information.

**Please Note:** Adoption of this guidance is not monitored; however, if these issues are incorporated into specific contracts (only those valued over £250,000) they may be monitored at a later stage in the procurement process.

## 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, 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.