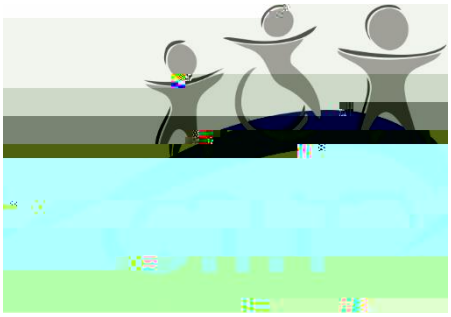

Ethical Procurement Policy

Policy Code	F17
Oversight	Finance & Estates Committee
Policy start date	September 2024
Policy review date	August 2026

Sexual orientation
Union membership
Political affiliation
Slavery
Abuse physical, verbal and sexual

agencies for the purpose of discrimination in relation to recruitment, or in relation to treatment of works within the meaning of the Employment Act of 1999 (Blacklists) Regulations 2010.

- Contains details of persons who are or have been involved in whistleblowing to appropriate bodies as a result of becoming aware of any deficiency in service provision, impropriety, fraud, customer abuse, breach of procedure or maladministration.

Employment is freely chosen:

- There is no forced, bonded or involuntary prison labour.
- Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.
- Afford employees the freedom to choose to work and not use forced, bonded or non-voluntary prison labour. he
- Afford employees freedom of association with the right to join an independent representative functions in the workplace.
- Facilitate alternative means of democratic representation where laws restrict freedom of association and collective bargaining.

Working conditions are safe:

- Appropriate Health and Safety policies and procedures are operated and are overseen by a senior manager responsible for compliance and monitoring, and for ensuring employees have the necessary training and Health and Safety equipment.
- Adequate steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- Provide comfortable and hygienic working conditions with clean toilets and water suitable for drinking and washing. Where worker housing is provided, it should meet the same standards for Health and Safety as the workplace.
- Workers shall receive regular and recorded Health and Safety training, and such training shall be repeated for new or reassigned workers.

Good health is promoted:

employee, without duress.

- Provide employees with an easy-to-read contract of employment clearly explaining wage levels. Where employees are unable to read, the contract should be explained to them by a union representative or another appropriate third party.

Regular employment is provided:

- To every extent possible, work performed must be on the basis of recognised employment relationship established through national law and practice.
- Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed term contracts of employment.
- Excessive use of zero-hour contracts should be avoided and suppliers, service providers and contractors should be working towards eliminating such contracts or, where used, give more protection to the work force such as adopting an element of guaranteed hours where employees express a preference for this or where flexibility is required. In these circumstances it is expected that employers ensure their employees receive their entitlement to holiday and sick pay.

Training is provided:

- development as befits their role to improve quality and secure greater value for money.

Disputes procedure:

- Provide clear and accessible processes for resolving disputes with employees.

Child labour is eliminated:

- Support the elimination of child labour. The course of action taken shall be in the best interest of the child, conform to the provisions of International Labour Organisation (ILO) Convention 138 and be consistent with the United Nation's Convention on the Rights of the Child.
- Provide for any children found to be performing child labour to attend and remain in quality education until no longer a child. 'Child' refers to any persons less than 15 years of age, unless local legislation on the minimum age stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply.
- Ensure no children and young persons (over the age of a child, as defined above, but under the age of 18) are employed at night or in hazardous conditions as defined by the International Labour Organisation.

No inhumane treatment is allowed:

- Prohibit physical abuse or coercion, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.

Community Inclusive Trust -

obligation on suppliers, service providers and contractors to keep the Trust notified of - Trust will make all reasonable enquiries to see that the statements made by suppliers, service providers and contractors at selection stage remain valid at the commencement of the contract.

tax non-c

- Any tax return of the supplier submitted to a relevant tax authority on or after 1 October 2014 is found to be incorrect as a result of:
  - A relevant tax authority successfully challenging the supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle,
  - the failure of an avoidance scheme which the supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or
- The s 2015 to a criminal

doing so may deter bidders from member states and could be challenged as a restriction on free trade.

8. Appendices of Bodies

Ethical Trading Initiative
https://www.ethicaltrade.org/eti-base-code
International Labour Standards
International Labour Standards | International Labour Organization (ilo.org)
Equality Act 2010

International Lacaltra