

## **Diocese of Salford Code of Conduct for Suppliers**

### **Introduction**

We believe that all businesses, charities, and organisations have a responsibility to act in the fight against modern slavery. As part of our commitment this Code of Conduct for Suppliers represents our efforts to purchase, services and works that avoid exploitative labour practice, have the least negative impact on the environment and uphold the principle of human dignity. We expect suppliers not only to share our aspirations but to be taking active steps to check and audit their supply chains and their working practises.

The Code of Conduct covers the activities of:

- The Diocese of Salford
- Caritas, Diocese of Salford
- SDC Trading Limited
- CTS (Cathedral Bookshop)

Any reference to Diocese covers the above.

We recognise that as a diocese we have suppliers that range from small businesses to large companies and for those small businesses several of our expectations may still be an aspiration. We will however look to partner with suppliers that are committed to sharing our mission by acting in a socially responsible manner with a focus on ethical standards and understanding the need to care for our common home. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of this Code of Conduct for Suppliers, with respect to their organisation and their supply chain.

This code should be read both by current and aspiring suppliers to the Diocese and by their subcontractors in the supply chain.

### **We expect our suppliers to: -**

- Communicate this code of conduct to their employees, parent company, subsidiaries and subcontractors.
- Comply with all aspects of this code.
- Be open and transparent with us in relation to breaches or suspected breaches of this Code of Conduct and should promptly notify the Diocese of any such breach. If non-compliance with the requirements of this code is reported, alleged or identified, the first step is for a Diocesan Officer to discuss it with the supplier. If that does not result in a return to compliance, or in cases where the breach is sufficiently grave; a Diocesan Officer will review the supply arrangement and work to rectify the breach or will look to withdraw from the contract.

### **Suppliers must comply with the following: -**

- Not use forced, involuntary or underage labour.
- Workers should be free to choose their employment and leave that employment on reasonable notice without hold of financial deposit or personal items.
- Safeguards are in place to protect against human trafficking.
- No harsh or inhumane treatment is allowed.
- Recruitment fees, if applicable, are always borne by the employer only.

- Actively exceed the requirements of any anti-slavery / modern slavery legislation in any country that they operate in and comply with any voluntary and mandatory publication schemes in place to provide transparency of this activity.
- Support the effective abolition of child labour.
- Comply with the national minimum age for employment.

The Diocese is a living wage employer and expects the suppliers we use to follow suit.

- At least statutory minimum wages must be paid without discrimination to all workers and all non-statutory deductions must be reasonable and with the consent of the worker.
- Working hours must not be excessive.
- Maximum working hours should meet current legislation including overtime, unless under exceptional circumstances and allowed by national law.
- Respect freedom of association and the right to collective bargaining.
- Representatives of workers must be elected by the relevant workers, not appointed by management.
- Any worker should not suffer discrimination or be treated unfairly for any reason including education, social class, nationality, trade union membership, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- Provide a workplace free from discrimination, harassment, violence or victimisation.
- Treat all workers with respect and dignity.

#### **Health and Safety:-**

- Provide a safe and hygienic working environment, this includes any catering or accommodation areas.
- Any hazardous working, as defined by the International Labour Organisation, should only be carried out by suitably trained person.
- All equipment must be safe for use and processes must allow a safe working environment.
- Workers must receive training in safe operation of all equipment and tools, which must be provided ongoing as frequently as required to remain effective.
- Training must be mandatory to attend and be in a language they can understand.
- All personal protective equipment necessary to ensure the health and safety of workers carrying out the tasks must be provided free of charge by the employer.
- Policies and processes must be in place for recording and eliminating occurrence/reoccurrence of health and safety related incidents and should have regard for avoiding the cause of any mental health issues affecting workers.
- The supplier observing the code should assign health and safety matters to a senior Health and safety representative.

#### **Ethical compliance and economic development: -**

- As a minimum, comply with all laws and regulations of the countries they are working in, manufacturing in or trading with, as applicable.
- Not be involved in any way with acts of corruption or bribery, or support acts of violence or terrorism or abuse of individual people or communities.
- Not force unsustainable or unfair contract terms on their suppliers, or throughout their supply chain, nor allow unfair exploitation of a dominant market or customer position.
- *Support fair trade good and products, where available and applicable.*
- Always act with respect and integrity, including open and transparent accounting.

- Allow staff protection if reporting misconduct or raising concerns with respect to their own, or another organisation, and ensure all affected staff are treated in a fair and transparent manner.
- *Have undertaken due diligence of their supply chains and impacts caused by their activities, and actively seek out ways in which to minimise such negative impacts.*

**Environmental Compliance: -**

**The Diocese of Salford has committed to a 2038 zero carbon target and are keen to hear from suppliers on their commitments to reduce carbon emissions. We will partner with suppliers and purchase goods that have the least negative impact on the environment as we strive to care for our common home.**

- *Purchasing decisions are based on whole life principles to purchase more durable products with a longer life-span and maximising environmental sustainability.*
- We expect our suppliers to comply with all statutory and other legal requirements relating to the environmental impacts of their business.
- *All production, manufacture, delivery and disposal processes should consider the need to maximise efficient material, energy and water use, and to minimize pollutants.*
- *Actively push to develop more environmentally friendly service solutions including the possibility of circular supply chains.*

**We expect companies to:**

- Have a business plan in place, and be acting on it, to minimise environmental impact year on year and adopting or working towards internationally recognised environmental standards.
- Measure and monitor environmental impacts, and ensure measures are in place to effectively reduce identified environmental impacts.
- Acknowledge the climate crisis and have clear plans and actions to reduce carbon emissions to zero by a set date, which will be well before the UK Government’s 2050 target.

**Supplier Commitment**

The Diocese of Salford is committed to ensuring there is no modern slavery or human trafficking in our supply chain. We ask that you join us in this commitment. By signing this form you are confirming you have read and agree with our Code of Conduct which covers this.

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