

## SUPPLIER STANDARDS

# Supplier Code of Conduct.

COMPANY

[Your company name]

VERSION · EFFECTIVE  
DATE

1.0 · [date]

OWNER

[name / role]

**How to use this template.** This is a generic, editable starting point to adapt to your own organisation. It is not legal advice. Replace the [bracketed placeholders], remove anything that does not apply, and have your final code reviewed by a suitably qualified adviser before you issue it.

## 1 Purpose and scope

This Code sets out the standards [Your company name] expects of all suppliers, subcontractors and their own supply chains ("Suppliers") that provide goods or services to us. Acceptance of a purchase order or contract constitutes acceptance of this Code.

## 2 Legal and regulatory compliance

Suppliers must comply with all applicable laws and regulations in every country in which they operate, and with the specific standards relevant to the goods or services they provide.

## 3 Labour and human rights

- No forced, bonded or involuntary labour, and no child labour.
- Compliance with the Modern Slavery Act 2015 and cooperation with our supply-chain due diligence.
- Fair wages, working hours and freedom of association in line with local law.
- No discrimination, harassment or inhumane treatment.

## 4 Health and safety

- Provide a safe and healthy working environment.
- Hold the accreditations and insurance appropriate to the work (for example SSIP where relevant to construction, and valid employers' and public liability insurance).

## 5 Environment and sustainability

- Operate in line with applicable environmental law.
- Work to reduce environmental impact and, on request, provide emissions (including Scope 3) and other ESG data.

## 6 Business ethics and anti-bribery

- Zero tolerance of bribery and corruption, in line with the Bribery Act 2010.
- No offering or accepting improper payments, gifts or hospitality.
- Declare actual or potential conflicts of interest.

## 7 Quality, documentation and traceability

- Meet agreed specifications and quality requirements.
- Maintain accurate records and provide certificates, test data and traceability evidence on request.
- Keep certifications and insurance current and notify us before they lapse.

## 8 Data protection and confidentiality

- Comply with UK GDPR and the Data Protection Act 2018 where personal data is processed.
- Protect confidential information shared under our relationship.

## 9 Subcontracting

Suppliers must flow down standards equivalent to this Code to their own subcontractors and suppliers.

## 10 Monitoring, audit and non-compliance

- We may request evidence of compliance and reserve the right to audit.
- Suppliers must promptly report breaches of this Code.
- Non-compliance may result in corrective action, suspension or termination.

### Supplier acknowledgement

\_\_\_\_\_  
SIGNED ON BEHALF OF THE SUPPLIER

\_\_\_\_\_  
NAME

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE