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**University of Cambridge Supplier Code of Conduct**

The mission of the University of Cambridge (UoC) is to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence.

At UoC, we have committed to conducting our work in a responsible and sustainable manner. As a supplier to us, we expect you to adhere to high standards of ethical, environmental and social accountability. This Supplier Code of Conduct states the principles and minimum expectations of you as a supplier to the University. Your commitment to these measures reinforces a culture of transparency, accountability, and equality within our business relationship.

As a supplier you will;

* comply with all relevant UK laws, regulations and industry standards regarding the goods, works and services you are providing.
* consider and contribute to our sustainability goals and other specified policy objectives, when requested.
* avoid unlawful discrimination, whether direct or indirect, based on characteristics such as race, gender, religion, disability, sexual orientation, age, or any other protected status. The University has in place a [Code of Behaviour](https://www.hr.admin.cam.ac.uk/files/code_of_behaviour_leaflet_01_09_24.pdf)  from our [Dignity at Work Policy](https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy-2023-ed), which sets out the expectations around behaviour towards members of the University community. It is your responsibility to ensure that your employees, workers, and permitted subcontractors are made aware of these expecta*tions and* adhere to these standards.
* promptly provide any related information that we may reasonably request. In the event of any investigation or legal proceedings against your company, you must notify the designated officer immediately. Cooperation with both internal and external investigations is mandatory, including granting access to relevant documents or data and ensuring the attendance of personnel as required, whether as witnesses or for meetings.

**Environmental Responsibility**

The University’s environmental commitments include Carbon, Travel and Transport, Biodiversity, Water and Waste reduction targets. Details can be found in the latest [Environmental Sustainability Report](https://www.environment.admin.cam.ac.uk/Annual-Report).

As a supplier you will;

* adhere to all environmental laws, regulations, and standards.
* implement practices to minimise environmental impact to reduce emissions, conserve energy and water resources, manage waste and prevent pollution.
* source sustainable materials, utilise renewable energy, reduce packaging, promote reuse and recycling initiatives, and facilitate product recycling.

1. implement, or work towards, a carbon reduction plan including reporting Scope 1 and Scope 2 emissions, along with relevant Scope 3 emissions with alignment to SBTi (Science Based Target initiative) recommended.

**Social Responsibility**

Health and Safety

You must comply with the Health and Safety at Work Act 1974 and provide a safe and healthy working environment for your employees, including proper training, equipment, and measures to prevent accidents and occupational hazards.

Labour Practices

These commitments underscore your dedication to ethical labour practices and align with legal and regulatory requirements.

As a supplier you are required to:

* comply with the Modern Slavery Act 2015
* ensure operations and supply chain are free from trafficking and slavery including purchasing and subcontracting processes, addressing multi-level supply chains.
* warrant that neither you nor any affiliated individuals have been convicted of offences relating to slavery or human trafficking.
* will not use forced, bonded, or involuntary labour and will employ workers above the legal minimum age.
* comply with legal working hour requirements and provision of adequate rest periods.
* respect workers' rights to join or form trade unions and engage in collective bargaining.
* respect and uphold fundamental human rights, including the rights to life, liberty, and security of person, as outlined in the Universal Declaration of Human Rights.
* ensure staff, including subcontractors, performing work on our premises during the contract term, are paid at least the independent benchmark wage (Real/UK Living Wage) for outside London ([Living Wage Foundation](https://www.livingwage.org.uk/)).

Ethical Practices

To ensure your commitment to fair and ethical business practices and foster trust and integrity, as a supplier you shall:

* conduct your business operations with honesty, integrity, and transparency, refraining from any involvement in bribery, corruption, or unethical behaviour.
* disclose any potential conflicts of interest and avoid actions that could undermine your independence or impartiality when providing goods, works or services.
* comply with competition laws and regulations, prohibiting participation in anti-competitive activities such as price-fixing, bid-rigging, or market manipulation.
* respect and take measures to safeguard your intellectual property rights and that of others.
* contribute positively to the communities in which you operate by supporting local development initiatives, charities, and social welfare programmes.

As a supplier we expect you to implement and enforce this Supplier Code of Conduct within your own operations and throughout your supply chain.

We reserve the right to conduct checks, audits and assessments to verify your compliance with these principles, and to take appropriate action in cases of non-compliance, including termination of contracts. To retain supplier status to the University you will need confirm adherence to the Supplier Code of Conduct on an annual basis and as required submit responses to questionnaires, information requests or assessments.

By adhering to this Supplier Code of Conduct, suppliers demonstrate their commitment to ethical business practices, environmental stewardship, and social responsibility. Together, we can work towards building a sustainable future.