



The Talent Foundry

Supplier Code of Conduct

Review Date: Summer Term 2020

Supplier Code of Conduct

The Talent Foundry Trust (hereafter called The Talent Foundry (TF)) is committed to working with trusted and reputable partners and suppliers who behave ethically and treat their customers, employees and subcontractors fairly and with respect. This code of conduct sets out the TF's expectations on ethical behaviour for our partners and suppliers and is reciprocal.

We expect our employees and anyone working on behalf of the TF to treat our partners and suppliers with fairness and respect and to work jointly with them to build trusting, collaborative and constructive working relationships. In return we expect suppliers to treat our employees in the same way, and to work with us to build those trusting, collaborative and constructive relationships that are focused on delivering our programmes to the young people we work with.

We expect all our partners and suppliers will adhere to the following:

Legal compliance:

- To comply with the laws and regulations of the applicable legal system.

Employees:

- To treat employees respectfully and fairly whilst promoting equal opportunities for all and ensuring all working practices comply with the provisions of the Equality Act 2010 so staff can work without discrimination, harassment or victimisation.
- To ensure vulnerable workers are protected, refuse to tolerate any unacceptable treatment of employees and provide a mechanism for employees to speak out without fear of consequences when they feel they are being treated unfairly or if this code of conduct has been violated.
- To prohibit forced labour by not using or contributing to slavery, servitude, compulsory or forced labour and human trafficking.
- To prohibit child labour by not employing anyone under the age of 15 (or 18 for hazardous work).
- To adhere to applicable working hours regulations.
- To adhere to wage laws and regulations to ensure that fair wages are paid for labour.

Health and Safety:

- Carry out adequate risk assessments for working practices and ensure that staff are given any necessary advice, training and equipment to carry out their roles safely.
- Provide a safe environment for staff to work in and ensure they are aware of how to report health and safety issues.
- Always act in accordance with applicable statutory requirements and guidance.

Environmental Protection:

- Act in accordance with the applicable statutory standards.
- Minimise environmental pollution and make continuous improvements in environmental protection.

Fair operating practices:

- Ensure there is an anti-corruption and bribery policy in place which is followed by all staff to ensure that any form of corruption or bribery will not be tolerated at any time.
- Act in accordance with competition laws and do not participate in price fixing or bid rigging etc.
- Ensure that any actual or perceived conflicts of interest are declared and recorded appropriately.
- Ensure that any activities are not directly or indirectly facilitating fraud and money laundering and that they do not finance terrorism.
- Ensure that data is processed for legitimate purposes with respect, confidentiality and responsibly in accordance with the Data Protection Act 2018 and any other applicable legislation.
- Ensure cyber security to safeguard the integrity and security of systems.
- Ensure compliance with any applicable export control and customs regulations.
- Ensure transparency at all times.
- Ensure that all invoices are paid on time.

Supply chain:

- Use reasonable efforts to ensure that suppliers comply with the principles of this code of conduct.
- Ensure value for money at all times.

This code of conduct has been approved & authorised by Amy Leonard, Chief Executive.