



# University of Nottingham Supplier Code of Conduct

Procurement Department: Issued JANUARY 2024

## 1. Introduction

The University of Nottingham supplier Code of Conduct sets out the core values and behaviour for all members of the University's supply chain. All suppliers are expected to 'Live the Values' of the University by complying with the spirit of this Code of Conduct when conducting their business.

The University conducts its business in accordance with its core values - in all we do we value:

**Inclusivity:** We are a community where everyone can contribute and be appreciated for who they are.

**Ambition:** We set the highest standards for ourselves and our work and support each other to achieve them.

**Openness:** We adopt a straightforward and transparent way of communicating with each other and with the world, championing the free exchange of ideas.

**Fairness:** Our decisions and actions are consistent, impartial and ethical.

**Respect:** We have regard for each other's rights and feelings, and demonstrate this in our behaviour, treating each other with kindness.

In addition, the University will seek to engage suppliers that share its belief in the importance of economic, social and environmental sustainability and these are reflected in our supplier selection and evaluation processes. The University has adopted an Ethical Framework that underpins its activities.

<https://www.nottingham.ac.uk/governance/otherregulations/ethical-framework.aspx>

## 2. Scope

This Code of Conduct applies to all suppliers of works, goods and services to the University including their staff, and supply chains. The Code of Conduct will be incorporated into agreements entered into between suppliers and the University and supplements provisions that are included in

its contract terms and conditions. If there is any conflict between this Code of Conduct and the contract, the terms and conditions of contract shall prevail. This Code of Conduct is a University policy and details its working practices and associated actions. Suppliers must be able to demonstrate compliance with the University's Supplier Code of Conduct at the request and satisfaction of the University. When the University becomes aware that a supplier is not in compliance with our Supplier Code of Conduct, the actions, or inaction, of the supplier will be reviewed, and appropriate corrective measures will be implemented.

The University may modify this Code of Conduct from time to time. Any amendment will be published on the University's website on the [Procurement web pages](#).

### 3. Code of Conduct

All suppliers must comply with the following:

#### 1. Laws and Regulations

The supplier must comply with all applicable laws, rules and regulations in managing its business in any country in which it operates when providing works, goods and/or services to the University.

#### 2. Equality, Diversity and Inclusion

The University is an equal opportunities employer and is committed to supporting Equality, Diversity and Inclusion (EDI) for all students and staff, wherever they are in the world. Creating an EDI-rich culture is a priority for the University.

<https://www.nottingham.ac.uk/edi/equality-diversity-and-inclusion.aspx>

#### 3. Human Rights/Employment Practices

Suppliers shall ensure a reasonable and safe working environment for their staff, at a minimum, those set out in the Human Rights Act 1998 and comply with the following:

- All applicable anti-slavery and human trafficking laws, statutes, regulations and codes in force including the Modern Slavery Act 2015 in any part of its supply chain. The University has a zero-tolerance approach to slavery of any kind and is dedicated to ensuring the University is a slavery-free campus and is striving for Nottingham to become the world's first slavery-free city by 2030.

<https://www.nottingham.ac.uk/fabs/procurement/documents/modern-slavery-act-2015-policy.pdf>

- Ensure that their working hours, wages and benefits follow all applicable laws. The University encourages suppliers to become living wage employers.

#### **4. Environment**

The suppliers shall comply with all applicable environmental laws and regulations and are expected to develop and implement plans to correct any non-compliant practices or conditions. The supplier shall work in a manner consistent with the Ten Principles of the UN Global Compact and in supporting the City of Nottingham's desire to be a net zero carbon city by 2028.

<https://www.nottinghamcity.gov.uk/cn2028>

#### **5. Health and Safety**

The supplier shall provide a safe, healthy, and sanitary working environment and comply with UK health and safety laws and any other relevant laws when working on any University site and wherever it operates. This includes, but is not limited to, implementing general and relevant industry-specific procedures and safeguards to prevent workplace hazards and work-related accidents and injuries.

#### **6. Data protection and information security**

The supplier shall comply with all data protection laws and requirements (including the UK GDPR) when processing any personal data on the University's behalf.

The Supplier shall have in place appropriate measures to:

- (a) protect the integrity and confidentiality of information (including information belonging to or supplied by the University) held on its systems (which include physical and online or electronic systems); and
- (b) ensure that there is no unauthorised access of the information by third parties.

#### **7. Bribery and Corruption**

The University has a strict policy against bribery and corruption:

- The supplier must have processes and policies in place to prevent fraud and corrupt business practices, in compliance with the Bribery Act 2010 and the University's policy.  
<https://www.nottingham.ac.uk/governance/documents/anti-bribery-policy.pdf>
- The suppliers must comply with the University's Policy on gifts and hospitality.  
<https://www.nottingham.ac.uk/governance/documents/gift-acceptance-policy-and-ethical-fundraising-practice-july2014-final.pdf>

## **8. Freedom of Information**

The University is subject to laws concerning access to information including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Audit Commission Act 1998 and may – regardless of any claim made by any supplier that any information is provided in confidence or is confidential in nature – release any information provided to it in accordance with the law, subject to the University’s discretion concerning any applicable exemption or the application of any public interest test.

## **9. Demonstration of Compliance**

Suppliers will be expected to certify and demonstrate compliance with this supplier Code of Conduct at the University of Nottingham’s request.