

## City & Guilds Supplier Code of Conduct

City & Guilds recognises that suppliers operate within diverse legal and cultural contexts around the world. This Code of Conduct outlines the minimum requirements expected in the provision of goods and services to City & Guilds. It is based on the principles of the [UN Global Compact](#). City & Guilds is fully committed to these principles and expects its suppliers to adhere to them and actively promote their implementation through their own supply chain.

This Code of Conduct reflects City & Guilds' broader Corporate Social Responsibility (CSR) practices and uses the headings of:

1. **Marketplace**
2. **People,**
3. **Environment**
4. **Community**
5. **Transparency**
6. **Regulatory Environment**
7. **Monitoring**

The Supplier should ensure that:

### 1. Marketplace

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- A partnership approach is taken to supply chain management, ensuring all payments are made promptly. Supplier complaints are reviewed in a timely and appropriate manner, and fair and transparent procurement methods are followed.
- Sustainable procurement practices are implemented, from bulk orders to reduce cost and waste, to contracting with social businesses and small to medium enterprises (SMEs).
- There is no corruption in any of its forms including unfair competition, extortion, and bribery – see [City & Guilds' Anti-Bribery Policy](#).
- Operate in compliance with all applicable laws and regulations from time to time in force, including laws and regulations relating to issues addressed in this Code.

### 2. People

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- All employees are guaranteed a minimum wage, in accordance with local laws and regulations – see [The Real Living Wage](#).
- All forms of forced and compulsory labour, child labour, and human trafficking are eliminated – see [City & Guilds Anti-Slavery and Human Trafficking Policy](#).
- There is no complicity in human rights abuses.
- There is no barrier to freedom of association and the effective recognition of the right to collective bargaining.
- Employees are provided with a safe and healthy working environment to prevent accidents and health-related injuries, in accordance with [Health and Safety Act 1974](#).

- All individuals are treated fairly and equally, regardless of race, religion, gender, disability, age, or any other protected characteristics, whilst recognising and valuing the difference between people, both in the workplace and in wider society – see [Equality Act 2010](#).
- Comply with all applicable data protection laws and requirements including UK GDPR when processing any personal data on City & Guilds behalf.
- Appropriate measures are in place to protect the integrity and confidentiality of information held on its systems and ensure that there is no unauthorised access of the information by third parties.

### 3. Environment

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- All environmental laws and regulations applicable to their operations worldwide are observed.
- Initiatives to promote greater environmental responsibility, in relation to reducing carbon footprint, minimizing energy, water, and paper usage through changes to infrastructure and behaviour are considered and implemented where possible.
- Reduction and recycling of waste is encouraged by providing adequate facilities.

### 4. Community

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- Engage with local communities, where appropriate, to their organisation, to help improve the education, cultural, economic, and social well-being of the communities.

### 5. Transparency

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- Conduct themselves in a professional and ethical manner and proactively deliver best value to City & Guilds throughout their time in working together.

### 6. Regulatory Environment

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- They understand that City & Guilds works in a regulated environment, both in the UK and internationally.
- They are aware that City & Guilds is under significant regulatory scrutiny and is required to demonstrate regulatory compliance through the suppliers that City & Guilds works with.
- Where there is an incident, relating to a supplier, that threatens City & Guilds ability to develop, deliver and award qualifications and assessments the supplier needs to provide all assistance and support to City & Guilds to resolve the matter.

### 7. Monitoring

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- Appropriate systems are in place to monitor its compliance with this Code and to provide evidence if requested by City & Guilds.
- Where City & Guilds becomes aware of a material breach of this Code by the Supplier, City & Guilds may require Supplier to produce a remediation plan specifying the actions that the Supplier will take that will lead to compliance with the Code.