



**Manchester Metropolitan University
Model Supplier Code of Conduct**

**FOR
LABOUR RELATIONSHIP AND EMPLOYMENT PRACTICES**

Introduction

The University's relationships with key suppliers are based on fair, honest and mutually rewarding dealings contributing to high quality standards of products and services.

Manchester Metropolitan University is committed to conduct its business in a socially responsible and ethical manner consistent with our educational and institutional sustainability mission, and to protecting and preserving the environment.

The University therefore requires that its key suppliers adhere to basic ethical values and ensure the compliance of their own operations with the principles and practices outlined below. Wherever feasible, suppliers should seek to ensure that these principles are communicated to sub-contractors.

Labour relationships and Employment Practices

General principle

Suppliers should adopt and apply fair and ethical labour practices respecting internationally recognised fundamental human rights standards, including the Universal Declaration of Human Rights, the International Labour Organisation's Declaration on Fundamental Principles and Rights to Work, all international covenants and International Labour Organisation conventions.

Healthy and safe working conditions

Suppliers will provide a safe and healthy working environment for their employees in accordance with applicable local laws and any specific regulations within industries in which they operate. Appropriate procedures should be in place to prevent accidents and injury to health arising from, linked to, or occurring during work activities or as a result of the operations of manufacturing facilities. Suppliers shall be encouraged to have a nominated health and safety representative who monitors their facilities' compliance with these requirements.

Wages and Working Hours

Suppliers should comply with local laws relative to minimum wages, standard working hours and employee benefits. Regular working hours should not exceed 48 hours per week and suppliers should ensure that the combination of regular working hours and

overtime hours do not exceed 60 hours per week. Overtime hours will be voluntary and fully compensated at regular or premium rates.

In special circumstances employees may be expected to work longer than standard hours for limited periods of time. Where this occurs, additional working hours and consecutive working days will be in compliance with the local regulations and planned in a way to ensure safe and humane working conditions. Employees are entitled to at least one day off in every seven-day period.

Freedom of Association

Suppliers should not prevent employees from associating freely with any lawful and peaceful workers' or collective bargaining association. In the case where the local labour laws restrict these freedoms, the supplier is encouraged to facilitate parallel means of independent and free association and bargaining for the personnel.

Data Protection

Suppliers that use or process any personal information of employees should comply with the Data Protection Principles set out in the Data Protection Act 1998.

No Discrimination

Suppliers should not subject any person to discrimination in employment; including hiring, wages, benefits, advancement, discipline, termination or retirement, on the basis of: race, colour, caste, origin, nationality, religion or belief (including lack of), disability, sex, pregnancy or maternity, sexual orientation, marital status or civil partnership, gender identity or gender reassignment, union membership, political affiliation or age.

Gender Equality

- a) Female workers will receive equal remuneration, including benefits; equal treatment; equal evaluation of the quality of their work; and equal opportunity to fill all positions open to male workers.
- b) Pregnancy tests will not be a condition of employment, nor will they be demanded of employees.
- c) Workers who take maternity/paternity/adoption leave will not face dismissal nor threat of dismissal, loss of seniority or deduction of wages, and will be able to return to their former employment at the same rate of pay and benefits.
- d) Workers will not be forced or pressured to use contraception.
- e) Workers will not be exposed to hazards, including glues and solvents, that may endanger their safety, including their reproductive health.

No Child Labour

Suppliers shall not employ any person at an age younger than 15 (or 14, where, consistent with International Labour Organization practices for developing countries, the law of the country of manufacture allows such exception). Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section.

Suppliers must comply with all their local legal requirements for young workers, particularly those concerning hours of work, wages, health, safety and general working conditions. A young worker is defined as any worker over the age of 15 and under the age of 18.

No Forced Employment

Suppliers will not use any forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise. Forced labour should be considered to include any work or service, which is imposed under the threat of penalty for non-performance or for which overall terms of employment are not voluntary.

No Bullying or Harassment treatment

Suppliers should not subject any person to harassment, corporal punishment, and/or threat of violence and will prohibit the use of monetary fines or any forms of mental, physical or sexual abuse, coercion, or intimidation. Employees should have the right to raise concerns.

Responsible Environmental Management

Suppliers will fully comply with local legislation and industrial regulations on environmental matters. Suppliers shall ensure that their operations minimise adverse impacts on the environment, we encourage initiatives to reduce the impact on the environment, particularly through the use of environmentally friendly technologies.

Compliance and Implementation

The University expects all its suppliers to respect its Supplier Code of Conduct and expects you to apply the principles of the Code with your supply chains.

The University believes in cooperation and the University is willing to work with its suppliers to improve performance where necessary.

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