

The University of Liverpool

Supplier Code of Conduct

All organisations wishing to provide goods, services, or to undertake work on behalf of the University of Liverpool are expected to comply with this code of conduct.

1. Legal and Ethical Responsibilities

University suppliers and their sub-contractors will comply with national and other applicable laws of the country of manufacture of products including those laws relating to labour, worker health and safety, and the environment. Where the provisions of law and this Supplier Code of Conduct address the same issue, the provision that is most stringent will apply.

2. Child Labour

University suppliers and their sub-contractors:

- will not hire people under the age of 15, (or 14 where the International Labour Organisation exemption for developing countries allows) unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age would apply, as defined by the International Labour Organisation.
- where local laws do not exist or where they set lower standards than the ILO, the ILO standards shall prevail.
- where a child worker must be displaced, adult family members should have the opportunity to assume the child's position in order to maintain family earnings.

3. Forced Labour

University suppliers and their sub-contractors will not:

- use forced or illegal labour, including indentured or bonded labour, or any form of compulsory labour to manufacture our products.

4. Disciplinary Practices

University suppliers and their sub-contractors will:

- treat workers with respect and dignity. No employee shall be subject to any form of physical, sexual, psychological, or verbal harassment or abuse.
- ensure workers are free to express their concerns about workplace conditions without fear of retribution or losing their jobs. Workers should have access to a formal avenue to express concerns directly to factory management or University representatives.

5. Freedom of Association

University suppliers and their sub-contractors will recognise and respect that workers, without distinction, have the right to form or join trade unions of their own choosing and to bargain collectively.

6. Wages and Benefits

University suppliers and their sub-contractors recognise that wages are essential to meeting employees' basic needs. Employers shall:

- pay employees, as a minimum, at least the minimum wage required by local law or the prevailing industry wages, whichever is higher, and shall provide legally mandated benefits.
- will pay workers directly and provide workers with clear, written accounting of hours worked, deductions, and regular and overtime wages in a language they can understand.

7. Hours of Work

University suppliers and their sub-contractors will:

- ensure regular working hours do not exceed forty eight (48) hours per week, and that the combination of regular hours and required overtime hours do not exceed sixty (60) hours per week except in emergency circumstances.
- ensure that overtime hours are compensated either according to the law, or where the law is silent, at premium rates for hours in excess of forty eight (48) hours and that hours worked in excess of sixty (60) hours per week are on a voluntary basis.
- ensure workers are provided at least one day off during every seven (7) day period.

8. Discrimination

University suppliers and their sub-contractors will:

- consider employees for positions on the basis of their qualifications and abilities. The University will not work with suppliers who discriminate on the basis of race, gender, political or religious beliefs, social, ethnic or national origin, marital status, age, union affiliation, sexual orientation, or disability.
- ensure pregnant workers are assigned work tasks appropriate for, and not threatening to, their condition.

9. Health and Safety

University suppliers and their sub-contractors will:

- provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities.
- provide with health and safety training appropriate for their industry.
- ensure that any living facilities provided for personnel are safe and clean and meet the basic needs of personnel.

10. Environmental Commitment

University suppliers and their sub-contractors will:

- select or manufacture products or undertake works or services in a way which helps to protect the earth's natural resources and biodiversity.
- fully understand the environmental impacts of their business throughout all of its activities from design, production, delivery and use to end of life disposal of their supplied products or services and continually seek to minimise negative impacts.
- ensure all waste materials, as a by-product of production, are disposed of properly in an environmentally responsible manner and according to the local and international laws and regulations.
- seek out leading industry practices aimed at conserving natural resources and reducing carbon emissions.
- commit to packaging standards that minimise the amount of materials used and where possible use materials that have significant recycled content.
- ensure compliance with third party, bona fide, local and international standards for materials and ethical conduct.

11. Compliance and Implementation

- The University expects all its suppliers to respect its Supplier Code of Conduct and to actively do their utmost to achieve the University's standards. The University believes in cooperation and the University is willing to work with its suppliers to improve performance where necessary.
- The University may require that suppliers provide details on factory and production facility locations of suppliers and subcontractors and may make this information publicly available (i.e. annual reports, web site postings, etc).
- The University reserves the right to ask for proof of compliance with all applicable labour, health, safety, and environmental laws, and may inspect working conditions, at any time (or request independent verification of compliance). Suppliers must maintain current and sufficiently detailed records to substantiate their compliance with the Supplier Code of Conduct and the University may ask that they are independently verified at the supplier's expense.