



SUSTAIN SUPPLY CHAIN CODE OF CONDUCT

v2021b

CODE OF CONDUCT REVIEW

- ❖ Previous version agreed March 2020
- ❖ New version 2021b: Review to make minor changes and get UKUPC consortia a chance to feed back prior to adoption
- ❖ UKUPC consortia agreed to adopt and will start to roll out

General changes:

- Wording 'shall' to 'must'
- Improved readability of clauses
- Added clauses on water
- Updated clause on Climate Change

A LOOK AT THE CODE OF CONDUCT ...

Preamble:

We* are committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to our vision. The standards in this Code are derived from established global conventions and standards, including the UN SDGs, ETI Base Code and ILO Conventions.

To demonstrate this commitment, current and potential suppliers are asked to commit to Responsible / Sustainable procurement within their organisations and to acknowledge their compliance with the principles of the Sustain Supply Chain Code of Conduct, below, with respect to their organisation and their supply chain (reference to “Suppliers” in this code means Suppliers and their supply chains).

*The organisation issuing the Sustain SC CoC as part of their activities

AREAS COVERED IN THE CODE OF CONDUCT



Social Compliance



Working Environment
and Terms



Ethical Compliance &
Economic
Development



Environmental
Compliance

CLAUSE ON GLOBAL CLIMATE & ECOLOGICAL EMERGENCY

4.7 HE and FE institutions are increasingly setting ambitious targets encompassing all three scopes of the Greenhouse Gas Protocol, often specifying 2030 as their net zero target, and require their suppliers to support them in this task. The Supplier must support the aims of the sectors in reducing the climate emission impact of their supply chains, including having clear and verifiable plans and actions in place, where to do so is reasonable and proportionate to the nature of the goods and services provided.

SUPPLIER COMMITMENT

I, the undersigned, acting as a representative of the Company, hereby commit to Responsible / Sustainable procurement and confirm that the Company adheres to the Sustain Supply Chain Code of Conduct and shall ensure its supply chain adheres to this Code of Conduct also, in order to promote sound social, ethical, environmental and economic practises.



ACCESS TO THE UPDATED VERSION ...



APUC WEBSITE



SUSTAINABILITY
EXCHANGE

- ❖ Known as SCM Responsible Procurement – Section 2 Supply Chain Evaluation Tool (or short: SCM RP – Section 2)
- ❖ Due diligence tool with a social audit theme
- ❖ Dedicated supplier Portal (University and Colleges Supplier Portal – UCSP)
- ❖ Link through the SCM system
- ❖ Sustain Equiano Question Set – based on requirements within the UN Global Compact, ETI Base Code and the ILO Core Conventions reaching beyond legal UK requirements
- ❖ Aim is to work with suppliers to improve their current practices

SUPPLY CHAIN EVALUATION TOOL

SOCIAL AUDIT DEFINITION

"A social audit is a way of measuring, understanding, reporting and ultimately improving an organization's social and ethical performance. A social audit helps to narrow gaps between vision/goal and reality, between efficiency and effectiveness. It is a technique to understand, measure, verify, report on and to improve the social performance of the organization."



SUPPLIER ASSESSMENT SCORES



Not pass / fail



Visualization of the supplier's journey towards best practice



Red and Amber: Guidance and Follow up via Contract Management Process.

Alpha Marketing UK Ltd

Suite A,133 Finnieston Street,Glasgow,G3 8HB,United Kingdom

www.alphaofficefurniture.com 01501 740001

[Agreements](#)

1

[Contacts](#)

15

[Completed Meetings](#)

0

[Next Meeting](#)

N/A

[Public Comments 3](#)[Contacts](#)[Agreements](#)[Meetings](#)[Documents](#)[Profile](#)[Sustain](#)**Name & Position****Phone Numbers****Email Address****Current Status****Actions**

Colin Lyons

colinlyons@alphaofficefurniture.com

Inactive

[Actions](#)Jill Robertson
Sales Administrator

salesscotland@alphaofficefurniture.com

Inactive

[Actions](#)Mary McStravick
Credit Controller

mary@alphaofficefurniture.com

Inactive

[Actions](#)Paul McQuillan
Financial Director

paul.mcquillan@alphaofficefurniture.com

[Sustain](#)Last Login
Wed, Jan 27, 2021 11:09 AM[Actions](#)

Universities and Colleges Supplier Portal

This portal is the central hub for appointed suppliers of member institutions and APUC UKUPC partners to provide requested supply chain management information.

Section 1 - Basic Corporate Data

As a key supplier, we ask you to keep up-to-date essential information on your company profile on the portal, which allow us to get an insight into your company's staffing and commitment to preventing modern slavery and climate change.

Section 1 (Basic Corporate Data) of the Supply Chain Management Tool asks questions in three areas:

- General Information
- Staffing details
- Company Ethics and Environmental Compliance

Please access Section 1 to provide requested information.

For any queries, please contact your Contract Manager.

Section 2 - Sustain Supply Chain Evaluation

As a key supplier in our supply chain, you are being asked to provide information in Section 2 (Sustain Supply Chain Evaluation), which is a statement based questionnaire assessing your compliance against the Sustain Supply Chain Code of Conduct.

Please access Section 2 to provide requested information.

For any queries, please contact your Contract Manager.

Section 1 - Basic Corporate Data

[Proceed to Section 1](#)

Section 2 - Sustain Specialist Assessment

[Proceed to Section 2](#)

For more instructions and to view the FAQ, please click the button below (Page will load in a new window).

Instructions & FAQ

Question Status

Sustain
Summary

Worker Rights -
1/7

Young Workers
Rights - 0/3

Remuneration - 1/5

Working Hours -
1/5

Health & Safety -
0/6

Dispute Resolution
- 0/5

Equality & Diversity
- 2/2

Ethical Business -
0/3

Environmental
Practices - 4/4

File
Upload

Instructions
& FAQ

S1.2

Workers are free to terminate their employment on reasonable notice (i.e. not longer than the notice the employer has to terminate the employment relationship).



Please confirm:

Yes No



Do you ask this question of your supply chain?

Yes No

Supplier Response Guidance

[CLICK TO SHOW/HIDE GUIDANCE](#)

Textbox: Please provide a clear statement on notice arrangements for all types of Workers and the notice the employer gives to them. Reference page/paragraph within stated numbered evidence document(s).

Attach Documents numbered "1.2": Evidence of terms of employment for all Workers and roles within the company.

Note: Failing to provide clear reference of evidence in attached documents will result in evidence not being accepted and resulting in a RED Score (where applicable).

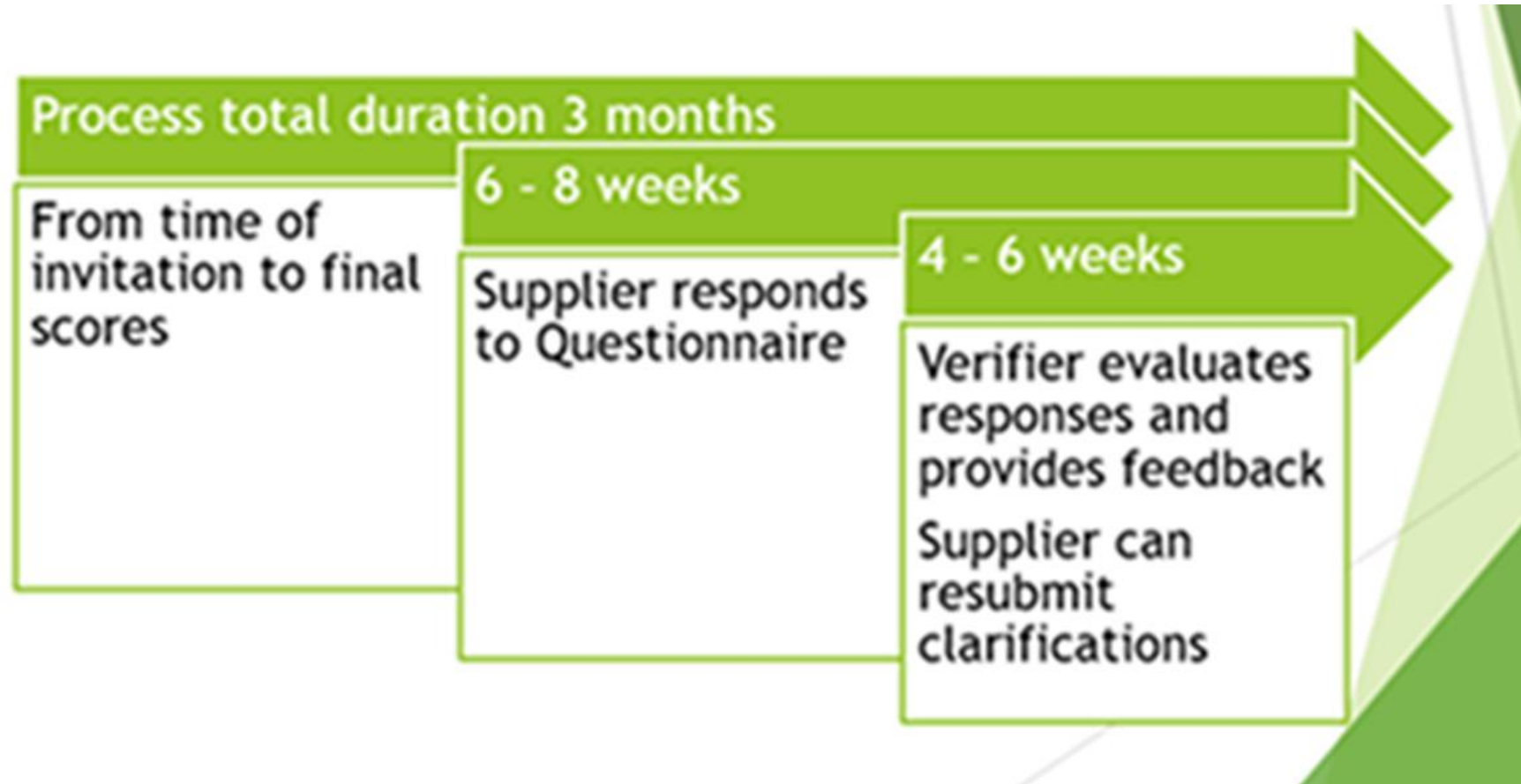
Supplier Response Textbox

Validator Response

Supplier Response Textbox

Validator Response

SECTION 2 – PROCESS



CONTACTS

Ricarda Bieke, Head of Responsible Procurement
(rbieke@apuc-scot.ac.uk)

Steve Connor, Senior Supply Chain Manager /
Maternity Cover for Head of Responsible Procurement
(sconnor@apuc-scot.ac.uk)

Amy Ledger, Sustainability Specialist (aledger@apuc-scot.ac.uk)