The University of Manchester
Commercial & Procurement Services

Supplier Code of Conduct

Contents

Supplier Code of Conduct 1

1. Introduction 2

2. Health, Safety & Wellbeing 2

3. Labour Standards & Human Rights 3

4. Compliance & Ethical Conduct 4

5. Anti-Bribery, Corruption & Fraud 4

6. Sub-contracting & Supply Chain Responsibility 5

7. Data Protection & Information Handling 5

8. Information Security 6

9. Business Continuity & Resilience 6

10. Confidentiality 6

11. Conflicts of Interest 7

12. Environmental Sustainability 7

13. Social Responsibility & Civic Impact 8

14. Continuous Improvement & Innovation 8

15. Whistleblowing 9

1. Introduction

The University of Manchester ("UoM" or "the University") is committed to advancing education, knowledge and wisdom for the good of society, and to doing so in a manner that protects people, the environment, and the communities in which we operate. Our suppliers play a critical role in enabling our teaching, research, civic engagement, and operational activities.

UoM is committed to carrying out our procurement activities as per our Procurement Policy (Commercial and Procurement Services | StaffNet | The University of Manchester) and in 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. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of this Supply Chain Code of Conduct, with respect to their organisation and their supply chain.

We expect all suppliers ("Supply Partners" or "Suppliers") to uphold the highest ethical, environmental, and professional standards across their operations. These expectations are grounded in:

- Our commitment to environmental sustainability, social responsibility and carbon goals. Social Responsibility Framework - Social Responsibility | A new framework for social responsibility at Manchester < Social Responsibility
- ES Framework - Social Responsibility | Environmental sustainability < Social Responsibility
- Our framework for effective supplier management, governance, risk and performance assurance.
- Our procurement principles of value for money, probity, transparency, sustainability and responsible business conduct.

This Supplier Code of Conduct outlines the minimum standards to which all Supply Partners must adhere. We expect compliance not only with the letter of this Supplier Code of Conduct Code but with its spirit — acting fairly, safely, ethically, and responsibly at all times.

2. Health, Safety & Wellbeing

Supply Partners must comply with all applicable health and safety UK laws and effectively manage the health and safety risks associated with their business activities and provide a safe working environment that prevents accidents and work-related illness.

This includes:

- Ensuring safe, hazard free and hygienic working conditions.
- Providing appropriate training, personal protective equipment, other equipment and supervision.
- Maintaining safe systems of work on University sites.
- Policies and processes must be in place for recording and eliminating occurrence/reoccurrence of health and safety related incidents and should have regard for avoiding the cause of any mental health issues affecting workers.
- Be able to monitor, track and report on whether employees or officers have received any convictions for non-compliance with health and safety legislation for a three-year period
- Be able to monitor, track and report on whether the organisation or any of its officers have been issued with any enforcement notices or required corrective actions by the Health and Safety Executive (HSE) or a similar regulatory body.

These expectations mirror the University's duty to ensure safe research, teaching and operational environments for staff, students and visitors.

3. Labour Standards & Human Rights

Supply Partners must uphold internationally recognised human rights and employment standards and comply with local Employment and Human Rights Laws. They must read and comply with UoM Anti-Slavery and Human Trafficking Policy.

At a minimum:

- No forced, bonded, involuntary or prison labour.
- Workers should be free to choose their employment and leave that employment on reasonable notice without holding financial deposit or personal items.
- No use of child labour and support the effective abolition of child labour. Comply with the national minimum age for employment, or minimum age 14, whichever is the higher unless a lower local minimum age is permitted under International Labour Organisation (ILO) convention 138. To enable children to complete, as a minimum, their compulsory education, or an equivalent education level, as provided for under the UN Covenant on Economic, Social and Cultural Rights
- No discrimination based on race, religion, disability, age, sex, gender identity or any protected characteristic.
- Right to safe working conditions
- Freedom of association and collective bargaining.
- Working hours aligned to legal requirements.

- Payment of a real living wage where possible and always paid a statutory minimum wages (or if none, a realistic living wage) without discrimination to all workers and all non-statutory deductions must be reasonable and with the consent of the worker.
- Non-discrimination wage, Inclusive work practices, Accessibility requirements for all
- Not engage in any way with human trafficking, or support or work with organisations that engage in any way with human trafficking activity, organisations or persons.
- Actively exceed the requirements of any anti-slavery / modern slavery legislation in any country that they operate in
- Working hours must not be excessive (not over 48 hours per week, excluding overtime). Maximum working hours shall not exceed 60 hours including overtime, unless under exceptional circumstances and allowed by national law
- Ensure effective worker engagement practices are in place, to the extent all workers are clear of their duties and their employment rights under local and international laws
- Actively engage and embrace a mindset of growth and adaptation through the Disability Confident scheme and ideally become Disability Confident Leader (Level 3)- Level 3: Disability Confident Leader - GOV.UK

Suppliers must treat all workers with dignity and respect at all times.

4. Compliance & Ethical Conduct

Suppliers must comply with all applicable legislation and University policies relevant to their goods and services, including:

- Procurement Policy requirements, including value for money, fair competition & sourcing, honest marketing, integrity, and sustainability considerations.
- Not be involved in support acts of violence or terrorism or abuse of individual people or communities

The University may audit compliance and reserves the right to end any contract where breaches occur. Suppliers shall cooperate to any audit requirements.

5. Anti-Bribery, Corruption & Fraud

Supply Partners must:

- Operate zero-tolerance for bribery, corruption or collusion.
- Not offer gifts, services, hospitality or benefits intended to influence decision-making.
- Maintain internal controls that prevent fraud and financial misconduct.

- Not force unsustainable or unfair contract terms on their suppliers, or throughout their supply chain, nor allow unfair exploitation of a dominant market or customer position.

These expectations support UoM's obligations around public funds, probity and the seven Nolan Principles of Public Life.

6. Sub-contracting & Supply Chain Responsibility

Supply Partners remain responsible for the conduct of their subcontractors.

They must:

- Obtain University approval where subcontracting is proposed.
- Cascade and monitor compliance with this Code throughout their supply chain.
- Address performance, risk and governance obligations in line with UoM's Supplier Management Framework (including segmentation, governance and risk controls).
- Always act with respect and integrity, including open and transparent accounting.
- Have undertaken due diligence of their supply chains and impacts caused by their activities, and actively seek out ways in which to minimise such negative impacts.
- Support fair trade conditions for producers, where applicable.
- Always act with respect and integrity, including open and transparent accounting.

7. Data Protection & Information Handling

Suppliers processing University data must:

- Comply with UK GDPR and relevant data protection laws.
- Implement appropriate technical and organisational controls.
- Notify the University immediately of any actual or suspected data breach.
- Safeguard personal data

These expectations align with UoM procurement and financial governance, which require risk controls, information governance checks and escalation for any purchase involving data processing.

Any breach must be notified within 24 hours

8. Information Security

Supply Partners must safeguard University information against loss, unauthorised access, misuse, or cyber-attack. This includes:

- Maintaining controls aligned to recognised security frameworks (e.g., ISO 27001).
- Ensuring secure storage, transfer and disposal of University information.
- Notifying the University promptly of any security incidents.

Any break must be notified within 24 hours

9. Business Continuity & Resilience

Consistent with the University's sustainability and risk-resilience commitments, suppliers must:

- Maintain appropriate business continuity and disaster recovery plans.
- Ensure continuity of supply in line with their contractual obligations.
- Identify and mitigate climate-related, operational, financial, and supply chain risks.

These risks must be communicated and reviewed through agreed governance forums as outlined in the Supplier Management Framework.

10. Confidentiality

Suppliers must:

- Treat all University information as confidential.
- Not disclose information to third parties without written consent.
- Sign an NDA where required prior to any information exchange.
- Allow for audits by UoM where required

  Where necessary, all suppliers must sign up a non-disclosure agreement before any information can be shared.

  Prospective suppliers may be required to return a signed copy of a non-disclosure agreement before being included in any commercial process.

  Use of the UoM logo or any public declaration of partnership/marketing endorsements must be requested in writing to the press office.

11. Conflicts of Interest

Supply Partners must proactively identify and declare any actual or potential conflicts of interest. Conflicts may include financial interests, shared ownership, influence over decision-making, or close personal relationships.

Suppliers may be required to complete a related-party declaration.

12. Environmental Sustainability

This Code reflects the University's ambition to embed environmental sustainability into all operations and decisions. As a minimum, comply with all local and national environmental laws, regulations and directives of the countries they are working in, manufacturing in or trading with, as applicable. Suppliers are expected to:

- Support delivery of UoM's **Zero Carbon** pathway for Scope 2 Emissions for 2038
- Have an Environmental Sustainability Policy/Plan and be acting on it, to minimise their environmental impact year on year taking incremental steps towards being net zero by 2050 or earlier:

  I. Identify their environmental impact
  II. Be able to measure their environmental impact, energy, waste, water, materials, travel) and report specifically for any goods or services being delivered to The University.
  III. Set clear plans and targets for which to reduce the environmental impact
  IV. Have milestones or incremental/intermediary targets on the route to those end-point targets
  V. Regularly measure progress against their targets
  VI. Take corrective steps
  VII. Focus their efforts on Greenhouse Gas emissions

- Collaborate with the University to measure & report the Universities Scope 3 emissions linked to supply.
- Actively avoid causing environmental damage and/or negative environmental impact through manufacture and supply of the goods or services and disposal of supply chain waste.
- Responsible material use & waste reduction
- Engage with circular economy principles, recycle, reuse and low-consumption models in line with UoM waste and resource commitments. (e.g. recycling, single use packaging, general plastic usage, energy efficiency measures, deliveries
- Support biodiversity, reduce harmful chemicals, and minimise pollution impacts.

- Actively push to develop/innovate more environmentally friendly products/service solutions and takes manufacture, use and disposal into consideration.

The suppliers shall be responsible in sharing carbon data with The University to enable the UK government data reporting requirements. The University may require suppliers to complete sustainability action planning tools such as NETpositive.

13. Social Responsibility & Civic Impact

As Britain's first civic university, we expect suppliers to demonstrate social value, including:

- Ethical labour practices.
- Contributions to local skills, employment, community benefits and fair economic activity.
- Alignment with the UN Sustainable Development Goals where relevant.

Suppliers should work collaboratively with the University to maximise civic, environmental and social impact through their contracts.

The University may require suppliers to complete social value action planning tools such as Social Value Portal.

14. Continuous Improvement & Innovation

Suppliers must continually seek improvements in:

- Service quality and reliability.
- Sustainability and carbon reduction.
- Efficiency and total cost of ownership.
- Innovation aligned with University strategic needs.

Performance improvement, benchmarking and KPIs will be assessed via governance meetings defined in the Supplier Management Framework.

The University of Manchester
Commercial & Procurement Services

15. Whistleblowing

Suppliers must maintain mechanisms that enable staff to report wrongdoing confidentially and without retaliation.
Suppliers must also notify the University immediately if any concerns involve University business.

UoM is committed to maintain the highest standards of honesty, openness and accountability. If suppliers or their employees do not feel able or comfortable raising your concerns with colleague, you can use our anonymous and confidential Whistleblowing partners

The UoM Policy & Contact can be found here: Public interest disclosure | Governance office | StaffNet | The University of Manchester