

The University of Law Sustainability Charter

The University of Law (UoL) is committed to being a sustainable and socially responsible university. We are committed to Sustainable Procurement and using our purchasing power to promote good sustainable procurement practice. We work with suppliers or supplier's sub-contractors (the supplier) who treat their workers with dignity and respect, adhere to applicable laws and regulations, and make their products or provide services or works in an environmentally sustainable manner. It is the University's policy to request that our suppliers respect the principles of this Charter and adopt practices which comply with it.

This Charter will be made available on our website and will be provided to suppliers as part of any procurement process. The University will review the Charter on an annual basis.

We expect our suppliers and their sub-contractors to commit to the following requirements:

1. Legal 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 Charter address the same issue, the provision that is most stringent will apply.

2. Ethics and Integrity

University suppliers and their sub-contractors:

- Must not offer or give, any gift or consideration of any kind as an inducement or reward for doing or refraining from doing or for having done or refrained from doing, any act in relation to the obtaining of any contract with the University, or for showing or refraining from showing favour or disfavour to any person in relation to any contract or any such other.
- Must comply with all anti-bribery and anti-corruption laws applicable to our business, including the Bribery Act 2010 and the Prevention of Corruption Act 1889 to 1916.

3. 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.

- Must make the University aware of any instances of Child Labour within the supplier or its sub-contractors supply chain. Any instance can be reported via the Home Office National Helpline (**telephone number 0800 028 0285**) or in confidence to the University's Procurement Team (procurement@law.ac.uk)

4. 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 or provide services.
- Must comply with all applicable anti-slavery laws applicable to our business including the Modern Slavery Act 2015
- Stop working with any supplier or sub-contractor where forced labour is suspected
- Ensure that the University is made aware of any instances of forced labour or modern slavery and report any instances to the National Crime Agency Helpline on **08000 121 700** or online at <https://www.modernslaveryhelpline.org/report>.

5. 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 of losing their jobs. Workers should have access to a formal avenue to express concerns directly to management or University representatives.

6. 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.

7. 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 e.g. In the UK the University requires that its suppliers and their

sub-contractors pay their employees the applicable Living Wage Foundation wage rate when working on University contracts.

- Will pay workers directly and provide workers with payslips which are a clear, written accounting of hours worked, deductions, and regular and overtime wages in a language they can understand.

8. 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.

9. 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 or their sub-contractors 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.

10. 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.

11. 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.
- Minimising or phasing out harmful greenhouse gases and volatile organic compound (VOC) emissions
- Where appropriate to the size of organisation and service or product being supplied the University will agree emissions reduction targets. The Supplier is expected to report performance against any agreed targets.
- Conservation of energy, water and other scarce or non-renewable resources
- Reduction of single use packaging, including plastics
- Using recycled or refurbished products and materials
- Ensuring products derived from the wild such as wood, paper, cotton, and leather goods are from certified sustainable sources where applicable and comply with all international trading rules.
- 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.
- Our suppliers shall agree to respect local and international environmental regulations and standards. Our suppliers shall be able to prove the effective implementation of the following requirements: The existence of an environmental management system, possibly ISO 14001, EMAS certified or commitment to.

12. Data Protection

University suppliers and their sub-contractors will:

- Ensure that they comply with all national and international laws and regulations related to data protection e.g., Data Protection Act 2018, General Data Protection Regulations (GDPR).
- Co-operate with the University to process any data access requests and respond within any specified timelines to notify the University and any regulatory bodies of any data protection breaches.
- Report all data breaches in a timely manner and work with the University to resolve the causes of any data protection breaches

13. Compliance and Implementation

- The University expects all its suppliers to respect its Charter 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 and in order to meet
- The University may require that suppliers provide details such as factory and production facility locations of suppliers and their subcontractors where it is appropriate to do so.
- The University reserves the right to ask for proof of compliance with all applicable labour, health, safety, data protection 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 Charter and the University may ask that they are independently verified at the supplier's expense.

14. Social Responsibility and Value

The University working with our suppliers and sub-contractors recognises that we can do things differently and can have a positive contribution on local communities. This could be through creating opportunities for local Small and Medium Enterprises (SME's), local people and young people.

Where appropriate and dependent upon the size of the organisation and opportunity the University will expect its suppliers and sub-contractors as part of any procurement

process demonstrate the following:

- How it is creating opportunities for the local community
- Improving diversity and inclusion, helping to reduce and eliminate social exclusion isolation and inequalities
- Engagement with the local community including local voluntary groups and local charities
- Creating positive health and wellbeing outcomes for local people