



**The Dudley Group**  
NHS Foundation Trust

## **The Dudley Group NHS Foundation Trust – Supplier Code of Conduct**

The Dudley Group NHS Foundation Trust (DGFT) expects all its suppliers to adhere to the same ethical principles as the Trust, in addition to the Trust's value checklist. For this purpose, DGFT has developed this Supplier Code of Conduct which is based on the United Nations Global Compact:

**1. Laws & Ethical Standards:** All suppliers shall comply with all laws applicable to its business and the country in which it operates.

**2. Supplier Relationships:** The provisions of this Code of Conduct set forth the expectations of all suppliers with whom DGFT does business. DGFT expects that these principles apply to suppliers, parent entities and subsidiary or affiliate entities, as well as all others with whom they do business including employees, subcontractors and other third parties. DGFT expects that suppliers ensure that this Code of Conduct is communicated to the employees and subcontractors of all suppliers, and that it is done in the local language and in a manner that is understood by all.

**3. Equality, Diversity & Inclusion (EDI):** DGFT promotes Equality & Diversity within the workplace, as well as within the supply base, and it is expected that all suppliers to the Trust will do the same. All suppliers to the Trust should have an up-to-date EDI policy which also outlines how EDI is monitored within the organisation and training given to staff where appropriate.

**4. Forced Labour:** DGFT expects its suppliers to prohibit any use of forced, bonded or compulsory labour.

**5. Child Labour:** DGFT expects its suppliers, at a minimum, not to engage in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child either directly or through its supply chain. The minimum admission to employment or work shall not be less than the age of completion of compulsory schooling, normally not less than 15 years or 14 where the local law of the country permits, deferring to the greatest age. Additionally, all young workers must be protected from performing any work that is likely to be hazardous or to interfere with the child's education or that may be harmful to the young worker's health or wellbeing.

**6. Modern Slavery:** The Modern Slavery Act was introduced in 2015 with the aim of addressing slavery and human trafficking in the 21<sup>st</sup> Century, highlighting that many of these practices are taking place in the UK. DGFT expects that all suppliers comply with the requirements of this Act, as well as ensuring that appropriate processes are in place to ensure that supply chains are also compliant with the Act.

**7. Safeguarding Children and Vulnerable Adults:** DGFT takes the safeguarding of children and vulnerable adults seriously and as such strives to ensure that these values are embedded in our processes. Section 11 of the Children Act 2004 places duties on a range of organisations (this includes NHS Foundation Trusts) and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the

welfare of children ( HM Gov't 2015). DGFT expects all suppliers to comply with the provisions of the Children Act 2004.

**8. Discrimination:** DGFT expects its suppliers to follow all relevant legislation, regulations and directives in the country in which they operate in respect of discrimination legislation including any hiring and employment legislation on the grounds of race, colour, religion, gender, sexual orientation, age, physical ability, health condition, political opinion, nationality, social or ethnic origin, union membership or marital status.

**9. Working Hours:** DGFT expects its suppliers to comply with all applicable working hour requirements as established by local law.

**10. Human Rights:** DGFT expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

**11. Health and Safety:** DGFT expects its suppliers to follow all relevant legislation, regulations and directives in the country in which they operate to ensure a safe and healthy workplace or any other location where production or work is undertaken.

**12. Anti-Corruption:** The supplier shall operate in accordance with international anti-corruption standards as stated in the United Nations Global Compact and local anti-corruption and bribery laws. For the avoidance of doubt, the supplier may not offer services, gifts or benefits to DGFT employees in an attempt to influence that employee's conduct in representing DGFT. The Trust's Anti-Fraud, Bribery and Corruption Policy also applies to contractors and suppliers as well as staff.

Declarations of Interest will be requested from suppliers as part of any tendering process at the Trust, as well as from all staff involved in the procurement of goods and services. Where any conflict of interest is identified it will be managed in line with the Trust's Declaration of Interest Policy.

**13. Business Continuity Planning:** The supplier shall be prepared for any disruptions of its business (e.g. natural disasters, terrorism, software viruses, illness, pandemic, infectious diseases). This preparedness especially includes disaster plans to protect both employees and the environment as far as possible from the effects of possible disasters that arise within the domain of operations, as well as ensuring continuity of supply of goods and services throughout any disruption.

**14. Sales Representatives:** DGFT operates a Representatives Policy, with the intention of reducing the number of unsolicited visits to our sites by sales representatives. DGFT expects that all supplier contact not involved in the management of an on-going contract and at the request of DGFT, is directed through the Procurement department and pre-arranged. Suppliers should also register with the Intellicentrics representative management system at [www.sec3re.co.uk](http://www.sec3re.co.uk) and evidence this registration when arriving at the Trust.

**15. Compliance with the DGFT Code of Conduct for Suppliers:** DGFT reserves the right upon reasonable notice to check supplier's compliance with the requirements of this Code of Conduct. The supplier agrees that it is responsible for controlling its own supply chain.

**16. Sustainability:** DGFT expects that all suppliers will recognise the importance of improving climate conditions and have both a Sustainability Policy and Carbon Reduction Plan (where appropriate). Suppliers should be conversant with the NHS Roadmap to Net-Zero through which the Trust will be required to request Carbon Reduction Plans from all suppliers with new contracts over £5m from April 2023, and for every new contract from April 2024.

**17. Local Supply:** DGFT recognises its role as an anchor institution for the local area and strives to ensure that wherever possible fair and equal opportunity is given to local suppliers and Small, Medium and Encouraged Enterprises (SMEs) to bid for contract opportunities.

**18. DGFT Values:** It is expected that suppliers to the Trust meet our values with particular reference to:

- Commitment to improve staff health, with particular reference to a reduction in the levels of staff smoking
- Commitment not to do business with tobacco companies in pursuit of the above aim
- Commitment to pay sub-contractors promptly in line with government prompt payment targets
- Commitment to improving the sustainability of products and services procured in line with the Trust's Sustainability and Procurement policies (available upon request)

**19. Infection Prevention and Control:** DGFT is fully committed to preventing the spread of infections in hospital – or any other healthcare environment. Preventing the spread of these infections is one of our top priorities, and it's crucial that suppliers adhere to the following:

- You must not visit if unwell, have any flu like symptoms and/ or temperature, and be at least 48 hours clear of any diarrhoea or vomiting symptoms
- You must decontaminate your hands on entry and exit to any area and after touching any surfaces
- You must don and doff personal protective equipment (PPE) as instructed by the meeting organiser, bringing your own FFP3 masks should these be required

Further information on our current IPC standards can be found here [Infection control - The Dudley Group NHS Foundation Trust \(dgft.nhs.uk\)](#) or accessed when booking your visit through our Intellicentrics representative management system at [www.sec3re.co.uk](http://www.sec3re.co.uk)