WWF-UK SUPPLIER CODE OF CONDUCT

This Code of Conduct sets out the standards we expect from our suppliers, their subcontractors and supply chain.

Compliance with this Code is a consideration in our due diligence process for all suppliers.

Modern Slavery

As an organisation we take our responsibilities associated with modern slavery, ethical labour and workforce practices extremely seriously. We believe that any form of exploitation is wrong. We are committed to charitable activities and supply chains that are free of slavery and human trafficking as defined in the Modern Slavery Act 2015 ('the Act').

Suppliers must adhere to the following labour principles:

- There is no forced labour of any kind, including trafficked or bonded labour and there is no requirement for workings to lodge passports or other identity papers with employers or pay deposits that are 'worked off'.
- Workers have the right to collective bargaining and freedom of association.
- No child labour is used[1].
- Workers are provided with access to appropriate facilities and a safe and hygienic environment in which to work.
- Working hours must comply with national laws, collective agreements and all overtime must be voluntary. Your employees should have access to rest periods and employee time off.
- At least local statutory minimum wages must be paid without discrimination to all employees and all non-statutory deductions must be with the freely given consent of the employee.

Whistleblowing

Suppliers must provide a method for staff to confidentially raise concerns. They must allow staff protection if reporting misconduct or raising concerns with respect to their own, or another organisation, whether their concerns turn out to be correct or not, and ensure all affected staff are treated in a fair and transparent manner.

Bribery and Corruption

Our suppliers must comply with the UK Bribery Act 2010.

Any offering, paying, soliciting or accepting of bribes, facilitation payments or kick-backs is unacceptable. Our suppliers must not engage in or in any way encourage bribery and / or corruption, including but not limited to acts that are intended to induce the recipient to act improperly or influence business decisions.

1 Child Labour as defined by the International Labour Organization

Protecting the Environment

As an organisation dedicated to conserving the natural world, our suppliers must support and promote environmental protections and comply with environmental laws and regulations. We expect our suppliers to promote environmental responsibility and to adhere to the requirements and principles outlined in our Environmental Procurement Policy. Our applicable policies can be found here: https://www.wwf.org.uk/our-environmental-policies

Supply Chain

Our suppliers are expected to support fair trade conditions for producers, where they exist. This includes, but is not limited to, the following requirements:

- Appointing sub-contractors through an open and fair process;
- Acting at all times with respect and integrity, including open and transparent accounting; and
- Not forcing unsustainable or unfair contract terms on their suppliers, or throughout their supply chain, nor allow unfair exploitation of a dominant market or customer position.

Confidentiality and data protection

Suppliers agree to process any WWF-UK personal data in accordance with all applicable data protection legislation. This includes protecting personal data and confidential information against unauthorised and unlawful use, disclosure, access, loss, alteration, damage and destruction. Any misuse of WWF-UK personal data could constitute a data breach and in line with our contractual terms must be reported to dataprotection@wwf.org.uk without undue delay.

Use of Social Media

Suppliers must refrain from disrespectful, unprofessional, harassing, defamatory, discriminatory and prohibited activity on social media platforms.

Bullying & Harassment

Supplier must treat the people they interact with through their work with dignity and respect, irrespective of their gender, race, caste or ethnicity, relationship or health status, age, disability, sexual orientation, religion, political conviction, job role or level. We do not accept bullying or harassment for any reason nor in any form.

Supplier Commitment

We confirm that we have received, read and understood the content of WWF-UK Supplier Code of Conduct.

We commit to comply with the Supplier Code of Conduct and ensure that our employees, parent company, subsidiary or affiliate entities, subcontractors and supply chain working on behalf of or for the benefit of WWF-UK are informed about the content of the Code and comply accordingly.

We have raised any questions we had regarding the content of this Code with WWF-UK, and if we, any representative of my company, subsidiary or subcontractors, have future questions concerning the meaning or application of WWF-UK's Supplier Code of Conduct, we know that we should contact them for clarity.

Any concerns or issues relating to this Code will be notified to the contract manager at WWF-UK at the first available opportunity and no later than 48 hours of identifying the issue.

Company Name:	
Signature:	
Name:	
Job Title:	
Date:	