



## WWF-UK Supplier Code of Conduct

WWF-UK is part of the world's largest and most experienced independent conservation organisation operating in more than 90 countries. Our mission is to create a world where people and wildlife can thrive together. We expect our suppliers, including their subcontractors and supply chain, to comply with certain ethical standards when undertaking work with and for WWF-UK.

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 and we are committed to doing our best to ensure that our charitable activities and supply chains 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 workers 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<sup>1</sup>.
- 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 (provided there was no malicious intent) and ensure all affected staff are treated in a fair and transparent manner.

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<sup>1</sup> Child Labour as defined by the International Labour Organization

## **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.

## **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 support us in the use of goods and services which help mitigate our environmental impact, as well as better managing and utilising resources such as energy, paper, water and waste.

## **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 which suppliers must follow:

- Appointing sub-contractors through an open and fair process such as public advertising of such opportunities wherever possible;
- 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 must protect personal data and confidential information against unauthorised and unlawful use, disclosure, access, loss, alteration, damage and destruction.

## **Use of Social Media**

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

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.

<b>Company Name:</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Job Title:</b>	
<b>Date:</b>	