



SCF Supplier Code of Conduct

Date: June 2025

About This Code

Slough Children First (SCF) is committed to ensuring that its third-party spend delivers meaningful public benefit, aligned with national, regional, and local priorities. This Supplier Code of Conduct sets out our expectations for ethical, responsible, and sustainable procurement practices throughout the full procurement and contract lifecycle.

Introduction

At SCF, we believe that procurement is more than a transaction—it's a tool for positive change. Whether it's generating local wealth, delivering social value, or preventing abuse and discrimination in our supply chains, we are committed to ethical, fair, and sustainable procurement.

Strong supply chains are built on **shared values, trust, and collaboration**. This Code of Conduct is designed to foster those relationships, improve outcomes for children, young people, and families, and support continuous improvement.

SCF is working towards a culture of high standards, where supply chain activities are conducted ethically, sustainably, and in compliance with all applicable laws. This Code is grounded in the principles of the UN Global Compact and reflects our values and priorities.

While suppliers must comply with all relevant laws and regulations, SCF expects partners to go further working with us to build sustainable, healthy, and prosperous communities. This Code outlines the areas where we seek collaboration beyond legal compliance.

Scope and applicability

This Code applies to all suppliers and their extended supply chains delivering goods, services, or works under contract with SCF. It will be applied proportionately and appropriately based on the nature of the contract and market.

SCF reserves the right to update this Code in line with evolving policy objectives. Specific requirements will be detailed in individual tenders and contracts.

How This Code will be used

SCF will use this Code to strengthen mutual understanding and guide supplier relationships. This may include:

1. **Embedding the Code** in relevant procurements, requiring supplier acceptance.
2. **Applying selection** or award criteria linked to the Code where appropriate.
3. **Requesting supplier commitments** to support the Code's aims.
4. **Including contractual clauses** related to the Code.
5. **Monitoring performance** against the Code through reporting and KPIs.
6. **Collaborating** with suppliers to promote ethical practices.
7. **Encouraging innovation** and continuous improvement in supplier relationships.

Note: If any provision of this Code conflicts with a contract, the contract terms will take precedence.

Our Core principles

Compliance with the law is the minimum standard. Suppliers must adhere to all applicable legislation and industry standards, including those related to:

- Anti-bribery and corruption
- Tax and fraud
- Data privacy

- Equality, diversity, and inclusion
- Health and safety
- Environmental protection
- Modern slavery and human rights
- Ethical and responsible business conduct

We expect suppliers to uphold three key principles:



1. People – Respect Human and Labour Rights

SCF is committed to upholding internationally recognised human rights and core labour standards. Suppliers must ensure their operations and supply chains are free from:

- Modern slavery (including forced labour, servitude, and human trafficking)
- Exploitative or unlawful labour practices
- Discrimination or exclusion

We expect suppliers to conduct due diligence to identify and address human rights risks and to actively promote **equality, diversity, and inclusion** in their operations.

2. PLANET – Manage Environmental Impact

SCF recognises that a thriving economy, stable employment, resilient communities, and personal wellbeing all depend on a healthy and functioning natural environment. We are committed to enhancing biodiversity, restoring natural capital, and improving environmental outcomes through our procurement practices.

The procurement of goods, works, and services has environmental implications both locally and globally. SCF actively seeks to **minimise negative environmental impacts** and **maximise opportunities for positive change** across its supply chain.

This Code encourages **early engagement and collaboration** with suppliers to identify innovative solutions that support carbon reduction and improved environmental performance. We aim to embed sustainability into every stage of the procurement lifecycle—not as an afterthought, but as a core priority.

3. Public service – Deliver Social Value

Under the **Public Services (Social Value) Act 2012**, SCF is required to consider:

- How procurement can improve the economic, social, and environmental wellbeing of the local area.
- How the procurement process itself can be conducted to secure those improvements.

SCF is committed to delivering **social value** through all contracts. This means going beyond core service delivery to embrace a culture of **civic leadership**, contributing to community wellbeing and resilience.

Slough is a diverse community of urban areas. SCF is developing a deeper understanding of local needs and priorities to guide its approach to social value. We expect suppliers to **actively engage** with us in delivering targeted social value outcomes that support healthy and sustainable communities.

SCF commitments to suppliers

Slough Children First is committed to building **collaborative, transparent, and ethical relationships** with its suppliers. We will:

- Be transparent and proportionate in all dealings.
- Identify and manage conflicts of interest.
- Promote continuous improvement.
- Honour contractual commitments, including timely payments subject to receipt of valid invoices.
- Ensure expectations are proportionate to the market and services provided.
- Consider the sustainability of our own operations alongside supplier performance.
- Place respect for people and the planet at the heart of our business practices.

We commit to:

1. Complying with all applicable laws and standards, including those addressing criminal conduct.
2. Promoting human and labour rights across our operations.
3. Advancing equality, inclusion, and community cohesion.
4. Minimising environmental harm and promoting sustainability.
5. Avoiding disproportionate burdens or risks on suppliers.
6. Delivering social value aligned with community needs.
7. Engaging proactively with suppliers and their extended supply chains.
8. Maintaining healthy, sustainable, and innovative supplier relationships.

We aim to work with suppliers who share our values and are committed to delivering **ethical and sustainable outcomes**.

Supplier commitments

We expect suppliers to uphold all relevant and proportionate aspects of this Code. This includes:

1. Acting with honesty and transparency.
2. Understanding and aligning with SCF's objectives and values.
3. Treating employees, volunteers, and supply chain partners with respect and integrity.
4. Identifying and managing conflicts of interest.
5. Collaborating with SCF to deliver ethical and sustainable value.
6. Continuously improving practices aligned with this Code.
7. Sharing innovative ideas and technologies.
8. Training staff and suppliers on the Code's principles.
9. Building resilience and adapting to change.

Suppliers are encouraged to share outcomes and insights related to this Code—not only for performance reporting, but to support learning, recognition, and supply chain development.

Suppliers must have mechanisms in place to **address and remedy any wrongdoing** caused by their activities or relationships. These mechanisms should allow individuals to raise concerns confidentially and without fear of retaliation.

Monitoring compliance

This Code forms part of SCF's procurement and contract documentation. Suppliers may be required to demonstrate compliance with relevant principles during the tender process. Key principles will be highlighted at the point of tendering.

SCF may include **performance measures and KPIs** related to this Code, its principles, and associated policies. We reserve the right to verify supplier alignment with the Code, contractual obligations, legal compliance, and performance standards at any stage of the procurement or contract lifecycle.

Compliance monitoring is expected to follow standard contract management processes to monitor aspects of the Code. In the event of wrongdoing, we reserve the right to enforce the contractual terms related to persistent default and breach of contract – see **SCF Services Standard Conditions of Contract**. Where possible and practical to do so, we will prioritise working with suppliers to put in place an action plan specific to the type of incident and to prevent recurrence.

Our partners must maintain a **Whistleblowing Policy** for all employees and suppliers. Any concerns pertaining to the violation of the principles contained within this Code should be reported via the authorities' whistleblowing channels by employees, suppliers, and anyone performing obligations under a contract with the authorities. This is key to ensuring that anyone, including employees of suppliers and contractors, can confidentially bring attention to any concerns to the relevant authority. Our suppliers are encouraged to use these policies when appropriate, and ensure an appropriate policy is in place in their own organisation.



Annex 1 – Criteria and Supporting documents/ standards and expectations

The following are examples of how suppliers can demonstrate compliance with this Code.

Principle	Code of Conduct requirements	Indicator/Evidence
1. People – Respect Human and Labour Rights	<p>1.1. Adhere to applicable national and international human rights and labour/employment laws and regulations.</p> <p>1.2. Where the law restricts, and where practical for your organisation puts in place alternative means of protecting worker rights (such as providing alternative means of democratic representation for workers).</p> <p>1.3. Ensure responsible and ethical recruitment of workers in the supply chain.</p> <p>1.4. Provide a healthy, safe, and humane workplace environment.</p> <p>1.5. Support the mental health and wellbeing of workers.</p> <p>1.6. Prohibit physical abuse, the threat of physical abuse, sexual or other harassment, verbal abuse, and other forms of coercion.</p> <p>1.7. Promote decent working practices for their own employees and those operating within their supply chains.</p> <p>1.8. Establish robust measures to prevent modern slavery, forced labour, and child labour.</p> <p>1.9. Publish a modern slavery statement (where applicable).</p> <p>1.10. Proactively engage with their own supply chain on the issue of modern slavery including carrying out due diligence on their activities and business relationships where relevant to address</p>	<ul style="list-style-type: none"> • Policies assuring compliance with labour and human rights issues (such as safer recruitment, employment, discrimination, health and wellbeing, and modern slavery). • Provisions explicitly addressing issues such as: freedom of workers to terminate employment; freedom of movement ; freedom of association; prohibition of any threat of violence, harassment and intimidation; prohibition of the use of worker-paid recruitment fees ; prohibition of compulsory overtime; prohibition of child labour; prohibition of discrimination; prohibition of the confiscation of workers identification documents; and access to remedy, compensation and justice for victims of modern slavery. • Procedures in place to ensure a safe and healthy environment for employees and other workers supporting contract obligations. • Evidence of union representation in the workplace. • Procedures to facilitate ongoing engagement with the workforce. • Engagement with own suppliers on labour and human rights issues. • Measures to ensure

	<p>modern slavery risks. Report measures taken to tackle the risk of modern slavery and any instances of actual cases to the contracting authority.</p>	<p>working conditions promote good mental health and wellbeing in the workplace.</p> <ul style="list-style-type: none"> Knowledge of specific modern slavery risks facing suppliers' organisation and supply chains. Due diligence and risk management process to respond to identified risks. <p>Publication of a modern slavery statement where applicable.</p>
<p>2. PLANET – Manage Environmental Impact</p>	<p>2.1 Comply with and contribute to the objectives of Slough Climate Change Strategy and Action Plan 2019 as declared in Motion on climate change</p> <p>2.2 Comply with applicable national and international environmental legislation and regulations</p> <p>2.3 Comply with all environmental criteria built into contracts and specifications</p> <p>2.4. Work with us to provide sustainable and lower carbon alternatives where practicable.</p> <p>2.5. Work to ensure a process is in place to assess the impacts of climate change within your organisation and reduce this impact.</p> <p>2.6. Commit to continually improving the positive and reducing the negative impact of the procured goods services or works on the environment.</p> <p>2.7 Adopt and promote the waste hierarchy and circular economy principles</p> <p>2.8. Encourage and participate in environmental programmes with local groups, schools, and colleagues.</p> <p>2.9. Encourage voluntary time dedicated to improving</p>	<ul style="list-style-type: none"> Demonstrating alignment with SCF making sustainable impacts, Procurement policy and the tenders, contracts and specifications. Policies assuring compliance with Environmental Law and industry practice Publication of environmental and carbon emission targets (Carbon Reduction Plans for example Reporting to environmental initiatives (such as CDP (formally the Carbon Disclosure Project) or SBTi (Science Based Targets initiative). Membership to environmental groups or industry bodies with a focus on sustainability best practice. Use of environmental certifications (B Corporation or Red Tractor for example). Environmental management credentials and awards for environmental performance. Delivery of staff or supplier training (Carbon

	<p>local green areas to increase biodiversity and keep green spaces clean. Support the authorities with closing the green skills gap.</p>	<p>Literacy Training for example).</p> <ul style="list-style-type: none"> • An approach that demonstrates continuous innovation and improvement to managing environmental impacts. • Evidence of how the above is implemented, communicated, and monitored. • Plans and strategies that are being worked towards. <p>Actively seeking and delivering opportunities to improve biodiversity in the local area.</p>
<p>3. PUBLIC SERVICE – Deliver Social Value</p>	<p>3.1. Familiarise themselves with the SCF/Councils' corporate plans and other relevant policies and strategies.</p> <p>3.2. Understand the needs of the local area and SCF/Councils' priorities and how these fit with their organisation's ethos and core service.</p> <p>3.3. Collaborate and engage with SCF/Council and the service users to help shape the social value offering.</p> <p>3.4. Ensure their social value offering, meets the needs of the community and is fully planned and resourced.</p> <p>3.5. Demonstrably deliver on their social value commitments. Work with SCF to create a cycle of continuous improvement in the delivery of social value across Slough.</p>	<ul style="list-style-type: none"> • Demonstrating alignment to relevant social value policies and corporate priorities. • Attending and participating in market engagement and other events organised to create Social Value Slough. • Sharing good practice and seeking to collaborate with other sectors/organisations to maximise both impact and opportunities of social value. <p>Proactively demonstrating delivery of social value through reporting and submitting evidence of outcomes achieved.</p> <p>Engage with local businesses and social enterprises to support contract delivery. Sharing what worked and what didn't, to help the councils improve the delivery of social value for the region</p>