

# Code of Conduct for Suppliers and Contractors

NAVCA expects all its suppliers and contractors to support our mission, act in a responsible business way and that their business practices reflect our values. In addition to complying with all applicable contractual, statutory and legal requirements, NAVCA's suppliers and contractors must comply with this code, and take reasonable steps to ensure those with whom they have a business relationship do likewise. NAVCA will work with suppliers and contractors to help address non-compliance but reserves the right to terminate its relationship with a supplier in the case of breach of this code.

## NAVCA's mission

To strengthen and champion social action through effective voluntary and community sector infrastructure.

## NAVCA's Values

- We maintain a culture of respect where everybody is supported and experience is valued.
- We are optimistic and ambitious, delivering impact and driving change through continuous improvement, flexibility, and innovation.
- We place people and communities at the heart of everything we do, building trust through integrity and accountability.
- We develop connections and collaboration through our diverse network, making us greater than the sum of our parts.
- We embrace diversity by ensuring inclusivity and fairness are central to our practice

## Ethical Commitment

Suppliers and contractors must ensure that working conditions of all employees, including those employees along the supply chain, are of an acceptable standard including that:

- Employment is freely chosen
- Freedom of association and the right to collective bargaining is respected
- Working conditions are safe and hygienic
- Living wages are paid (wages and benefits paid for a standard working week meet, at a minimum, national legal standards, however, suppliers and contractors should strive to pay the UK Living Wage)
- working hours are not excessive
- no discrimination is practised
- no harsh or inhumane treatment is practiced and the rights set out in the International Bill of Human Rights are respected

## Equality and diversity commitment

NAVCA is committed to ensuring Equality and Diversity which means fairness of treatment, dignity, and the elimination of all forms of discrimination in the workplace. Suppliers and contractors agree to commit to:

- Striving to attain a diverse workforce which is representative of the areas it is drawn from and the beneficiaries it serves.
- Increasing staff awareness and understanding of equal opportunities.
- Ensuring accessibility of premises including those used for events and meetings and of services, including written, digital and other forms of engagement.
- Working with our members and colleagues to continuously develop the diversity and inclusion within our sector and of the work of local infrastructure.

## **Environmental commitment**

NAVCA strives to have minimum impact on the environment. Suppliers and contractors agree to commit to continuous improvement towards ensuring that their business, products and services are reducing energy and water consumption, waste production, travel emissions, and increasing sustainable procurement and investment.

Appropriate to their size and circumstances, suppliers must exercise environmental due diligence to avoid causing or contributing to any significant adverse impact on the environment, and demonstrate an ongoing commitment to protect the environment.

## **Volunteering commitment**

Suppliers and contractors must be willing to support formal and informal volunteering undertaken by their employees and should work towards having a formal volunteering policy if one is not already established.

## **Data protection**

Suppliers and contractors will ensure that the sale and/or provision of their products or services and all associated marketing activity complies with the requirements of the General Data Protection Regulation (GDPR) and any subsequent data protection legislation.

## **Customer care**

Suppliers should treat all NAVCA members and other customers or potential customers in an honest, equitable and transparent way.

## **Updates to this code**

NAVCA keeps this code under ongoing review and may amend or add to this code at any time.

Last updated: 10 July 2022