



# ODS SUPPLIER CODE OF CONDUCT

Date Policy Created:	March 2022
Date of next review:	March 2024
Policy Owner:	Exec Director People & Corporate Services
Date Policy Approved:	21 <sup>st</sup> April 2022
Approved by:	Executive Team
Relevant to ODSL or ODSTL:	ODSL and ODSTL
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## **Supplier Code of Conduct**

This Policy is split into the following sections.

1. Introduction
2. Supplier Requirements
3. Assurance Procedures

## **1. Introduction**

Oxford Direct Services (ODS) is the trading name for the Local Authority Trading Companies comprising of Oxford Direct Services Ltd (ODSL) and the wholly-owned commercial trading company called Oxford Direct Services Trading Ltd (ODSTL). This policy applies to both companies, which are together referred to as ODS.

ODS delivers a range of Oxford City Council's statutory services currently provided to residents and business; including waste and recycling, street cleaning, car park operations, parks maintenance and road repairs; as well as additional services such as garden waste collection, pest control, vehicle MOTs and building services.

ODS expects the highest standards of legal, ethical and moral standards

We place business ethics and purposeful business at the forefront of all our business dealings, including those with our suppliers, both direct and indirect and we realise that they are equally as key to our success. The standards expected by our procurement team are high and we expect our suppliers to share our commitment to be the best, embrace innovation, achieve efficiencies and be quality driven.

We want to work with suppliers who share our ethos of Doing Good and who meet our standards for health and safety, human rights and sustainability. This Supplier Code of Conduct sets out our expectations and explains how we want to ensure compliance. In return ODS will partner with you and the relationship will be mutually beneficial.

## **2. Supplier Requirements**

Health and Safety:

ODS prides itself on its track record of sending people safely home to their families every day, so, as a minimum, we would expect suppliers to comply with all applicable health and safety legislation and work with us to promote zero harm.

Our Community:

To stand with ODS against all forms of modern slavery and respect the protection of human rights.

ODS fosters an inclusive culture, celebrates diversity and doesn't tolerate any form of discrimination.

Suppliers must comply with all applicable employment laws relating to recruitment and selection and all employment practices.

ODS is committed to paying the Oxford Living Wage and actively promotes Apprenticeships to grow talent and develop a motivated, skilled and qualified

workforce. ODS expects suppliers to provide wages and benefits that comply with applicable laws, including minimum wage, overtime, working time directive and rest breaks.

#### Social Value:

To respect, and where appropriate, contribute to the ODS Social Value Plan Sustainability

To support a proactive approach to:

- Waste management and recycling
- Re-using / re-purposing resources
- Working towards net zero carbon

To, as a minimum, comply with all applicable environmental legislation

#### Governance:

To comply with, as a minimum:

- All relevant anti-money laundering legislation
- All relevant anti-bribery and anti-corruption legislation
- The EU General Data Protection regulations and requirements
- All relevant insurance requirements
- The ODS Anti Facilitation of Tax Evasion Policy

#### Business Practices:

Suppliers will be encouraged to share intelligence of supply chain risks so that these can be mitigated.

#### Innovation:

We expect our suppliers to use recognised industry practices in their delivery of works, goods or services and to strive towards continuous improvement by bringing expertise, innovation and ideas to our relationship.

#### Value:

ODS expects to achieve value for money from every pound that it spends. This means that contracts will be evaluated fairly on Quality, Price and Social Value. ODS expects suppliers to sustainably price contracts throughout their life, achieving a reasonable profit margin and not inflated opportunistic pricing.

#### Reputation:

ODS wants to work with suppliers who are ethical and fair and who will be open to working together to enhance each other's reputation in the marketplace.

#### Cyber Security:

It is essential that suppliers ensure the integrity and security of their systems and comply with the relevant government standards and guidance. They must notify the National Cyber Security Centre if they become aware of any cyber security incident that affects has the potential to affect ODS data.

Holding Cyber Essentials accreditation where appropriate.

Supply Chain:

ODS expects suppliers to be fair in their treatment of sub-contractors and the suppliers in their supply chain. We do not expect suppliers to pass on unreasonable risk to subcontractors.

We advocate prompt (30 day) payment to sub-contractors. We encourage the use of small and medium sized businesses (local where possible) and the use of the voluntary, community and social enterprise sectors.

We expect suppliers to actively seek out innovative solutions to enhance the quality of the works / goods or services supplied.

Prompt Payment:

ODS expects the supplier to mirror their own payment behaviours and expect them to pay subcontractors within 30 days (where invoices are undisputed).

### **3. Assurance Procedures**

This code of conduct will be communicated to the ODS supply chain on a regular basis. If the risk profile increases we will step up our assurance processes to include any of the following measures:

- Addition of specific contract clauses
- Completion of ODS on-boarding process
- Health and safety site assessments
- 3<sup>rd</sup> party audit
- Implementation of remediation plans

Any audits will be specifically agreed by both parties prior to commencement to demonstrate compliance and transparency.

ODS may terminate a contract with a supplier who does not comply with this code of conduct or who refuses to take part in a remediation plan.

ODS will recognise and celebrate exceptional performance and innovation by its suppliers.