Supplier Code of Conduct

1. Introduction

Cambridge Regional College is one of the largest further education colleges in the East of England and is committed to serving the people of Cambridgeshire and the surrounding area.

The College has two main sites in Cambridge and Huntingdon and boasts specialist vocational facilities in a range of areas from engineering, construction, science to catering, hospitality and hair and beauty.

Cambridge Regional College relies on its staff and suppliers to ensure our students receive the best service to be able to maximise their potential. The College is predominantly funded from public funds and it is expected that suppliers will behave ethically and treat users of their service, their employees and subcontractors fairly and with respect and comply with relevant law.

This code of conduct document sets out requirements which suppliers will be expected to adopt as a minimum requirement when doing business with the College. It is not intended to be legally enforceable, nor take precedence where the courts or other body have jurisdiction. It is also not intended to create any legal obligations or rights or to undermine any contracts with suppliers or the terms and conditions we set out when we procure goods or services. The supplier code of conduct is meant as an evolving document and may be updated to allow for changing expectations or changes to College values.

Section 3 lists supplier expectations however the College recognises that it too has an obligation to build trusting relationships with our suppliers and as such many of the requirements listed will be reciprocal in nature.

As a statement of good practice, it should be read by current and aspiring suppliers to the College and suppliers are expected to communicate this code of conduct to relevant staff internally and to their subcontractors.

2. Cambridge Regional College Mission, Vision and Values

As a supplier to Cambridge Regional College it is important to know our mission, vision and values in order to provide an excellent service in the knowledge that you are contributing for the benefit of our students irrespective of what goods/services you are providing.

Cambridge Regional College's mission is to transform lives and create prosperity by delivering technical and professional education that meets the needs of students, employers and communities in Cambridgeshire.

Our Vision is to be outstanding in enabling students to excel and for serving employers and communities.

Our current key values are listed below:

Welcoming	We are friendly and open to everyone
Empowering	We work to unlock the potential in everyone
Aspirational	We believe that, with hard work and support, everyone can achieve anything
Resilient	We support everyone to overcome hurdles and to turn challenges into opportunities
Excellent	We set high standards, and support and challenge everyone to achieve them
Courageous	We encourage everyone to step outside their comfort zone, to seek better results
Respectful	We recognise that everyone is different and is a valued individual
Collaborative	We work together to share ideas and resources

3. Cambridge Regional College Expectations

3.1 Risk

Irrespective of whether a supplier is a large multinational company or an SME, we expect all of our suppliers to manage risk and take out adequate insurance to cover the services they provide to Cambridge Regional College. The supplier must comply with all applicable English law when performing the services.

3.2 Continuous improvement

Suppliers must use recognised industry practices in the delivery of goods, services and works. We expect suppliers to continuously improve goods or services and bring innovation, ideas and expertise during the life of a contract. Where appropriate Cambridge Regional College will endeavour to inform suppliers of our innovation requirements during the procurement process.

3.3 Supplier employees

Suppliers are expected to comply with all applicable human rights and employment laws in the jurisdictions in which they operate.

Suppliers' employees must be treated fairly and without discrimination in relation to pay and working environment and must not use forced or underage labour as part of their supply chain.

Due regard must be made of the Health & Safety of your staff and where required, personal protective equipment and relevant training must be provided to supplier employees.

3.4 Ethical behaviour and transparency

3.4.1 Value for money: As a publicly funded college it is expected that we obtain value for money on tax payers funded expenditure. As such whilst we accept our suppliers make a fair profit margin in return for the risk they are accepting and the investment they are making, we expect suppliers not to exploit an incumbent or monopoly position or impose opportunistic pricing.

3.4.2 Relationship management: We expect suppliers to work in good faith to resolve any disputes with the College promptly and fairly throughout the life of a contract through good relationship management, recognising that the College and supplier interests are rarely best served by protracted litigation.

We expect suppliers to be open and honest in their dealings with the College which may extend to open book accounting in some cases depending on contract terms.

In addition, incumbent suppliers are expected to co-operate in providing data reasonably required by the College prior to issuing tenders.

Suppliers are also expected to comply with relevant social value legislation when delivering goods or services.

3.4.3 Treatment of supply chain: We expect suppliers to deal fairly with their suppliers and sub-contractors within their supply chain including payment and contract terms.

3.4.4 Conduct: Whether working on-site at one of our campuses or remotely providing a service, suppliers including their subcontractors are expected wear the correct attire appropriate to the work being carried out and to treat our employees and service users respectfully and operate professionally at all times including ensuring they provide a high standard of workmanship and minimise disruption to staff and students.

Suppliers will be expected to comply with Health & Safety rules whilst working on-site and may for some services be contractually obliged to comply with College policies.

Suppliers are expected to comply with safeguarding requirements whilst working on-site or remotely providing a service to students. This may also include the requirement for your staff to undergo an enhanced disclosure and barring service check (DBS). In addition, suppliers may be required depending on their contract with the College to undergo additional checks which may include verification of identity of supplier employees performing the services or other checks where applicable.

3.4.5 Conflicts of interest: Suppliers will need to mitigate against any real or perceived conflict of interest when doing business with the College. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition. In addition, any perceived or actual conflict of interest arising from any existing relationship that they may have at the College will need to be declared.

3.4.6 Counter fraud and corruption: Suppliers must adhere to anti-corruptions laws including the Bribery Act 2010 and anti-money laundering regulations. We expect that suppliers have in place robust processes to ensure that subcontractors in their supply chain also comply with these laws. Cambridge Regional College has zero tolerance of any form of corrupt practices and we expect suppliers to proactively look for fraud and the risk of fraud within their business.

3.4.7 Environment: Suppliers are expected to reduce their impact on climate change within their supply chain where it is reasonable and proportionate to do so.

3.4.8 Taxes: Suppliers are expected to pay their taxes which they are legally obliged to pay.

3.5 Confidentiality

Suppliers are expected to comply with provisions in our contracts and any legal requirements to protect commercial and sensitive information. Suppliers should note that the College may be required legally to disclose information required under English law.

Where the College provides personal data on its staff or students then the supplier must ensure it protects the data in compliance with data protections laws.

3.6 Cyber security & data protection

It is essential that suppliers safeguard the integrity and security of their systems, including supplier systems used by Cambridge Regional College. This will need to include secure storage of College data stored on the suppliers system.

Suppliers are required to implement robust cybersecurity measures to protect data and systems from unauthorised access, breaches, and other cyber threats. This often involves adhering to industry best practices and standards. In the event of a cybersecurity incident, suppliers must promptly report the incident to the College and take appropriate measures to mitigate any damage.

Suppliers must comply with all applicable data protection and privacy laws. Specifically, suppliers must comply with UK GDPR and ensure that they adhere with the terms of college data sharing agreements, including contacting the College promptly to advise of any breach, data subject access, or systems changes or new processing activity.

Suppliers may be subject to audits and assessments to verify compliance with cybersecurity and data protection requirements.

Depending on the good/services required, the College may require suppliers of products or services to have the following accreditations ISO 9001, Cyber Essentials, ISO27001 or be able to demonstrate that their company operates systems/processes equivalent to such standards. This will be made clear in any tender documentation issued by the College.