

Arts Council of Wales

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# Ethical Procurement Policy

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June 2019



Cyngor Celfyddydau Cymru  
Arts Council of Wales



Noddir gan  
Lywodraeth Cymru  
Sponsored by  
Welsh Government



Arts Council of Wales is committed to making information available in large print, braille, audio, Easy Read and British Sign Language and will endeavour to provide information in languages other than Welsh or English on request.

Arts Council of Wales operates an equal opportunities policy.

## Arts Council of Wales Ethical Procurement Policy

The Arts Council of Wales is the country's official public body for funding and developing the arts. Every day, people across Wales are enjoying and taking part in the arts. We help to support and grow this activity. We do this by using the public funds that are made available to us by the Welsh Government and by distributing the money we receive as a good cause from the National Lottery. By managing and investing these funds in creative activity, the Arts Council contributes to people's quality of life and to the cultural, social and economic wellbeing of Wales, Arts Council of Wales is required to comply with the Welsh Government's Code of Practice on Ethical Employment in Supply Chains.

### Council will:

- Adhere to local government policies and laws published which mitigate the risks associated with the abuse of employees through modern slavery or human trafficking.
- Adhere to any Government recognised trading sanctions;
- Refuse to work with any supplier which, we have reason to believe, exploits their employees unfairly.

### Employees:

Council is committed to ensuring that our own employment practices and corporate policies and procedures ensure the protection of the rights of all those who work for us. We operate above the minimum standards required by law to ensure our employees are safe, fairly rewarded and valued. We publish our Pay Policy Statement annually.

We recognise that our staff are our most valuable asset and we're committed to offering fair terms and conditions of employment for all our staff. We benchmark our terms and conditions against other Welsh Government Sponsored Bodies and we consult with our recognised trade union to ensure we offer competitive remuneration and benefits to our staff in order to attract new staff and retain our existing workforce.

### Ethical Procurement

Council is committed to encouraging our suppliers to operate to the same ethical standards we employ ourselves.

## **Code of Practice:**

Council has adopted an Ethical Procurement Policy which applies to:

- All Council members, staff, agents and appointees.
- Staff indirectly employed or provided by contractors or employment agencies to work on our premises or to undertake work for or on behalf of Council

## **Code:**

All our suppliers will abide by the following conditions:

- No forced, bonded or involuntary labour shall be used.
- Staff of the supplier are not required to lodge deposits or identity papers with them.
- Staff of the supplier are free to leave the supplier after reasonable notice.
- Will not employ child labour (as defined by local employment laws within the countries the supplier operates);
- Ensure working conditions are safe and hygienic.
- Have stringent Health and Safety measures in place to prevent accidents and recordable incidents.
- Have a Health & Safety Policy with appropriate training for relevant staff.
- Ensure working hours and remuneration are reasonable and comparable to other companies in their sector.
- Staff of the supplier are to be given written terms and conditions of employment that detail the employment relationship and the respective obligations of the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.
- Deductions from wages must be of a reasonable sum and relate to the service provided for that deduction. Workers must give their express agreement for each deduction and such agreement may not form a part of their employment contract. The use of fines as a disciplinary measure is not permitted.

- Suppliers must comply with all applicable legislation concerning life insurance, health insurance, retirement benefits and workers' compensation
- Suppliers must conduct their business in a manner which recognises the entitlement of all individuals to be treated equitably with dignity and respect and to work in an environment free from harassment, physical and verbal abuse, threats or intimidation of any description.
- Suppliers must not discriminate against workers in any manner on the grounds of gender, religion, race, caste, age, disability, sexual orientation, union membership, political affiliation, national or ethnic origin.
- Suppliers must conduct their businesses in an ethical manner and must not seek to gain competitive advantage by means of unethical or dishonest practices including without limitation; bribery, corruption, kickbacks, the provision of gifts, favours or services.

### **Compliance:**

By entering into an agreement with Arts Council of Wales Suppliers will be required to agree to and accept the terms of this Code.

Without prejudice to the provisions of the Code or the terms of any agreement between the Supplier and Arts Council of Wales, Arts Council of Wales shall be entitled in its sole and absolute discretion to terminate all contracts with Suppliers with immediate effect and without liability in the event that;

- Suppliers are not be fully compliant with the Core Requirements at any time, or
- if, in the reasonable determination of Arts Council of Wales, Suppliers shall have failed to demonstrate to the satisfaction of Arts Council of Wales, a genuine willingness to work towards meeting all of the provisions of the Code within a reasonable time.

### **Review**

This Policy is reviewed and updated on an annual basis. It will next be reviewed in April 2020 in conjunction with the publication of our annual Modern Slavery Statement.