**UCAS Code of Conduct for Suppliers and Sub-Contractors**

UCAS’s suppliers and sub-contractors have an important role to play in our supply chain, reflecting our distinct values as an organisation, and helping us to remain at the heart of connecting people to higher education. In turn we expect our suppliers and sub-contractors to demonstrate the same high standards of UCAS. It is also expected that suppliers and sub-contractors apply a comparable code of conduct in relation to its own supply chain.

Suppliers and sub-contractors are expected to respect the rights of UCAS’s employees and that of their own employees through applying relevant working ethics, to offer safe and good working conditions in a non-discriminatory environment.

These working ethics require that:

* All employees shall be treated equally, fairly and with respect regardless of race, gender, age, national origin, disability, caste, religion, sexual orientation, union membership or political affiliation.
* It is not acceptable to engage in or support the use of forced labour.
* It is not acceptable to engage in or tolerate the use of child labour.
* Wages and other related benefits should meet at least the relevant legal requirements.
* All applicable laws are adhered to. UCAS requires in particular that its suppliers and sub-contractors are aware of and comply fully with the Equality Act 2010.
* Safe and healthy workplaces should be offered for all employees.
* Registration, filing and use of employee data should be treated with strict confidentiality and in accordance with relevant legislation.

In addition the supplier should contribute to ecologically sustainable development, and to continually strive to reduce the environmental impact of their own operations.