

Supplier Charter

OCS Group UK Limited intends to create a high performing, sustainable supply chain that operates to a consistent set of operating parameters. All OCS Group UK Limited Suppliers are required to sign-up to, observe and enforce the requirements of this Supplier Charter.

Our Purpose

We have a clear purpose to deliver a better service. Our purpose is the reason we exist, beyond the givens of making a profit. We strive to go above and beyond for our clients, employees and suppliers, helping to inspire and motivate along the way. Underpinning our purpose are our Values which define our culture. We believe by living our Values is the successful route to long term benefits which we share with all our suppliers, clients and employees.

Our Values



Care
We take
care of you



Safety
We act safely
& responsibly



Trustworthy
We are
trustworthy



Expert
We work
as experts

Responsible Business

Our strategy approaches the way we address the challenges of our business and our clients. We want to work with our suppliers to collaboratively resolve these issues and promote high standards in ethics, environment and social conduct. Our supplier base will ensure best practice is delivered at all times, addressing the requirements of our business needs.

Suppliers are expected to observe and comply with all provisions of the OCS Group UK Limited Procurement Policy.



Care

1. Equipment

Suppliers are expected to ensure all staff and indeed sub-contractors are provided with adequate Personal Protective Equipment and other operating equipment which has been appropriately tested and deemed safe and fit for purpose.

2. Modern Slavery

Suppliers are expected to comply fully with the Modern Slavery Act 2015, and in particular seek to ensure they:

- a) Do not utilise forced labour, bonded labour or child labour.
- b) Ensure workers do not pay any fees to secure their employment.
- c) Provide safe working conditions and appropriate accommodation (where relevant) for all workers employed.
- d) Ensure working environments are free from physical abuse (actual or threatened), verbal abuse, all forms of harassment including bullying and any other form of intimidation.
- e) Seek to eliminate all forms of discrimination in access to employment, training and working conditions.
- f) Allow workers the right to form and join organisations of their own choosing without prior authorisation.
- g) Operate without excessive working hours, comply with relevant national laws and ensure overtime is only ever voluntary.
- h) Ensure pay and benefits meet or exceed all national legal standards and that workers are paid at least monthly.
- i) Provide written contracts to workers, detailing the terms and conditions of their employment in an understandable way.
- j) Are able to evidence compliance to the above and provide such evidence to OCS Group UK Limited upon request.

3. Letting us Know

Suppliers and Suppliers staff are expected to let OCS Group UK Limited know if something is not right. This may be that this Supplier Charter is not being observed, that corners are being cut or that individuals are being asked to do something which contravenes law, breaches the OCS-



Supplier contract, may negatively impact OCS Group UK Limited or OCS Group UK Limited Customers or, plainly and simply, doesn't feel right.

Should you wish to let us know anything, please contact us in strictest confidence at 0800 915 1571.

Safety

4. Contractual Requirements

Suppliers are expected to ensure employees are aware of their duties and must take reasonable care of themselves and others and are not to interfere with, or misuse items provided for their health and safety.

5. Health and Safety

Suppliers are expected to observe and comply with the OCS Group UK Limited Health and Safety Policy (available by clicking [here](#)) and any specific contract, client and or site-based safety plans or ways of working.

6. Safe Place to Work

Suppliers are expected to ensure all staff are provided with safe workplaces, including ensuring staff are fully aware of all safety, fire and emergency procedures. In this regard, Suppliers are expected to ensure all staff are aware of all site inductions and any site or task specific safety plans including but not limited to procedures relating to:

- a) Manual Handling Procedures
- b) COSHH (Control of Substances Hazardous to Health)
- c) CDM (Construction Design Management)
- d) Environmental Protection and Waste Management
- e) Working at Height
- f) Lone Working
- g) Hot Works (inc. welding and cutting)
- h) Confined Spaces
- i) Asbestos
- j) Traffic / pedestrian segregation
- k) Vehicle loading and unloading procedures

7. Housekeeping

Suppliers are expected to ensure staff take responsibility for the environment in which they work, and as such keep workplaces, storerooms etc neat and tidy.

8. Safe Systems of Work

Suppliers are expected to operate safe systems of work that may include permits to work schemes and ensuring equipment is well maintained and suitable for the task etc.

Trustworthy

9. Purchase Orders

Unless otherwise instructed, suppliers shall only undertake work for and on behalf of OCS upon receipt of a formal contract and purchase order. No payment shall be made without these. If in any doubt, please seek advice from procurement@ocs.co.uk.

10. Insurances

Notwithstanding the provisions of whatever form of contract the Supplier is engaged, Suppliers are expected to obtain and maintain appropriate levels of insurance with a reputable insurance provider as a minimum:

- Public Liability Insurance: £10m
- Employers Liability Insurance: £5m
- Other insurances such as Professional Indemnity as required within specific contract agreements, (for Professional Indemnity, this is usually required when the Supplier is providing professional advice to OCS Group UK Limited including design work, (i.e. architectural or engineering)).

Expert

11. Suppliers Staff

Suppliers are expected to employ staff with suitable qualifications and experience, and ensure appropriate training has been provided to ensure staff are fully competent to do the work for which they are employed, and are:



- a) Aware of and comply fully with this Charter and also any OCS Group UK Limited or Group UK Limited Client contract provisions, including all site-specific rules, regulations and or safety plans.
- b) Eligible to work in country / territory to where they will be deployed, including all permits, licenses and right-to-work checks (including security clearances)
- c) Suitably trained and competent to undertake the tasks they are employed for, and suitably supervised where required.
- d) Fully aware that reckless behaviour including the consumption of alcohol and narcotics or baring the effect of these substances will not be tolerated and anyone found to be in breach of this requirement will be removed from site/the contract.

12. Value for Money

Suppliers are expected to offer and continue to offer OCS Group UK Limited and OCS Group UK Limited Customers good value for money.

13. Innovation

Suppliers are expected to seek out continuous improvement opportunities and wherever possible offer OCS Group UK Limited innovation and or innovative products.