



Supplier Charter

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

1. OCS Values

Suppliers are seen as an extension of the OCS brand, and as such should be aware of and operate in line with the OCS Values. More information is available at www.ocs.com/uk/.

2. OCS Group UK Ltd Procurement Policy

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

3. 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.

4. Statutory Compliance

Suppliers are expected to ensure they observe and comply with all rules, regulations, Laws and industry good practice.

5. Health and Safety

Suppliers are expected to observe and comply with the OCS Group UK Ltd Health and Safety Policy and Plans, and those of the Customers/Client where work is to be performed.

6. Suppliers Staff

Suppliers shall 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 Ltd or Group UK Ltd 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.
- a) 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.

7. Modern Slavery

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

- a) Do not utilise child labour, or labour which is forced.
- b) Provide safe working conditions for all workers employed.
- c) 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.
- d) Seek to eliminate all forms of discrimination in access to employment, training and working conditions.
- e) Allow workers have the right to form and join organisations of their own choosing without prior authorisation.



- f) Operate without excessive hours, complies with relevant national laws and ensures overtime is only voluntary.
- g) Ensure pay and benefits meet all national standards.
- h) Provide written contracts to workers, detailing the terms and conditions of their employment in an understandable way.
- i) Are able to evidence compliance to the above and provide such evidence to OCS Group UK Ltd upon request.
- j) Comply fully with OCS' [Modern Slavery Policy](#).

8. Purchase Orders

Other than those areas of spend not requiring a purchase order (in line with Appendix A), 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 the [Procurement Helpdesk](#).

9. 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.

10. Equipment

Suppliers all 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.

11. 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) h) Confined Spaces
- i) i) Asbestos

12. 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.

13. Safe Systems of Work

For high risk work, Suppliers are expected to operate safe systems of work that may include permits to work scheme etc.

14. Value for Money

Suppliers are expected to offer and continue to offer OCS Group UK Ltd and OCS Group UK Ltd Clients good value for money.



15. Innovation

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

16. Letting us Know

Suppliers and Suppliers staff are expected to let OCS Group UK Ltd 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 Ltd or OCS Group UK Ltd Clients or, plainly and simply, doesn't feel right.

Should you wish to let us know anything, please contact us in strictest confidence at:

- **Post:**
IN CONFIDENCE
Head of Employee Relations
OCS Group UK Limited
Trafford Bank House
FREEPOST RSHG-TSZT-KJYU
32 Brindley Road
Manchester M16 9SA
- **Email:** inconfidence@ocs.co.uk
- **Tel:** 0844 967 1246