

Irish Congress of Trade Unions Supplier Code of Conduct

1. PURPOSE and SCOPE

This code draws upon international standards that advance human rights, safeguarding, and social and environmental responsibility to which CONGRESS is committed including the Principles of the UN Guiding principles on Business and Human Rights and the OECD Guidelines for Multinational Enterprises.

CONGRESS will take seriously any alleged violations with this Code of Conduct and seek alternative sources where conduct of suppliers demonstrably violates this Code and there is no willingness to address the failure to comply within a reasonable timeframe.

The term 'Supplier' as used in this code refers to suppliers, vendors, contractors, consultants, agents and other providers of goods and services who do or seek to do business with CONGRESS to a value of greater than €5,000 ex VAT per annum.

It is expected that suppliers apply similar levels of compliance to their own suppliers and subcontractors with whom they work to supply goods, works or services to CONGRESS.

These principles form part of the supplier selection process and are subject to continuous monitoring. Where there is a pre-existing relationship with a supplier, the requirements of this code are in addition, and not in lieu of, any legal or contractual agreement between the supplier and CONGRESS.

2. BUSINESS CONDUCT STANDARDS

- (a) **Labour** - CONGRESS expects all of its suppliers to respect people's fundamental rights at work, including:
- The rights of staff to freedom of association and to collective bargaining are respected;
 - Working conditions are safe and hygienic;
 - No discrimination is practiced in respect of employment and occupation;
 - Employment is freely chosen and there is no forced, trafficked, bonded or involuntary prison labour;
 - Child Labour, as defined in the International Labour Organization Minimum Age Convention shall not be used;
- (b) **Human Rights** - Congress is aware of the crucial role of trade unions and their procurement procedures in ensuring respect for human rights by companies, as

well as their obligation under widely accepted business and human rights norms – as laid down in the UN Guiding Principles on Business and Human Rights and the OECD Guidelines for Multinational Enterprises – to promote respect for human rights by companies with which they do business. Congress recognises the right of trade unions to exclude from trade union contracts companies that are implicated in grave professional misconduct, including grave human rights abuses, war crimes and/or violations of international law.

Congress will seek to do business with companies that:

- ensures that none of its operations violate the UN Guiding Principles on Business and Human Rights or the OECD Guidelines for Multinational Enterprises on Responsible Business Conduct.
 - ensures that, during the execution of the contract, it does not work with any corporate entity (group) that operates in unlawful settlements in occupied territory, wherever they may occur, or with any corporate entity that contributes to the unlawful situation created by the presence of a foreign army in occupied territory.
 - declares that it is not involved in any operations that (help) violate the Geneva Conventions, the Rome Statute of the International Criminal Court, or any legal opinion or jurisprudence of the International Court of Justice.
- (c) **Safeguarding** - CONGRESS believes in the intrinsic dignity of every person, celebrates difference and aims to create relationships of mutual respect wherein the rights and dignity of every person are respected. Congress is committed to safeguarding children (anyone under 18 years old) and adults (who may be vulnerable) from any form of exploitation, abuse, or harassment. Any supplier, contractor or subcontractor working for, or on behalf of, Congress must share this commitment and abide by Congress's Safeguarding Standards and Policies.
- (d) **Environment** - CONGRESS is committed to reduce its reliance on finite and scarce resources and to minimise the environmental impact of its operations including its supply chain. To meet this end, CONGRESS expects all its suppliers to comply with all applicable legislation and statutory requirements as well as demonstrate commitment to meet the following standards:
- Climate change - to reduce Greenhouse Gas (GHG) emissions associated operations;
 - Waste - to adopt policies to reduce pollution and minimize the generation of waste, and to reuse and recycle;

- Energy - to reduce energy consumption and where practicable use energy from renewable resources;
 - Transport and travel - to strive for efficient transportation systems for staff travel and transportation of products and services.
 - Conservation - to minimise the impact of operations on fauna, flora and land to conserve biodiversity and habitats including the sustainable sourcing of wood and forest products;
 - Water - to manage water use efficiently and to minimize impact on water sources.
- (e) **Restricted and Denied Party Screening** - From a due diligence perspective, Congress is committed to performing the necessary checks to ensure that we do not engage with and/or provide material or financial support to any companies or persons who appear in published sanction lists including terrorists and other blocked parties.
- (f) **Conflict of Interest** - Suppliers are required to declare any real or perceived conflict of interest before, during or after engagement.
- (g) **Data Protection** – Congress complies and expects suppliers to comply with the relevant Data Protection Laws i.e. all applicable laws and regulations relating to the processing of personal data and privacy including the Data Protection Acts 1998 and 2003, the General Data Protection Regulation 2016/679 (GDPR) and other implementing legislation.

3. COMPLIANCE

CONGRESS expects all its suppliers to adhere to the standards laid out in this Supplier Code of Conduct and to all applicable laws and regulations in the respective country of operation. Where there is a difference between our standards and the legal requirements, the stricter of the two will apply. Suppliers shall have appropriate systems in place to do so, including a means of [confidential reporting of concerns](#) about unethical behaviour or misconduct and mechanism to address issues that arise.

CONGRESS requires its suppliers, or any authorised third parties, to be open and transparent about their supply chains, and to provide any information requested to enable our assessment of labour, environmental and ethical standards in those supply chains and verify compliance with the standards laid out in this Code.

Where suppliers fail to comply with the requirements set out in this Code, CONGRESS reserves the right to terminate any contractual relationship.

For any specific queries on this document, please email info@congress.ie