

## TELENT RESPONSIBLE PROCUREMENT POLICY

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as required by the Quality Management System.

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## 1. Introduction

telent Technology Services recognises that responsible procurement and ethical sourcing practices are of significant global importance and play a critical role in our competitiveness and profitability. Through Responsible Procurement, we can meet our needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis. This is by generating benefits not only for our organisation, but also society and the economy, whilst minimising damage to the environment. This policy reflects telent's values and commitment to responsible procurement, ethical sourcing and sustainability, which informs how we do business with our Suppliers, Subcontractors and Business Partners.

## 2. Our Supply Chain Sustainability Strategy



## 3. Scope

This Policy applies to all telent stakeholders engaged in Procurement and Supplier Management activities including Suppliers, Subcontractors and Business Partners. Suppliers are expected to comply with all applicable laws including, but not exclusive to, laws in relation to recruitment, employment, eligibility to work, right to work, Modern Slavery Act, working conditions, rights of employees and health and safety. To ensure viability, value for money and operational effectiveness, this strategy is implemented according to spend threshold, category risk and/or opportunity and the specific contractual requirements.

## 4. Policy

This policy specifies the minimum standards of conformance we expect from our supply chain and informs our tender specifications for Suppliers, Subcontractors and Business Partners, with full compliance being of major importance when awarding business. Compliance information is captured in telent's New Supplier Requisition Request (NSRR) and modular Pre-Qualification Questionnaire (mPQQ) (UCM Document PROC.BSUP.PAPS.414210). Depending on anticipated expenditure and perceived risk, new suppliers may be required to submit proof of compliance prior to commencement of business with telent, such as copies of relevant accreditation or certification.

telent is committed to working collaboratively with our Supply Chain to achieve or improve compliance with this and telent's wider framework of management policies, including our Strategic Sourcing Model and Procurement Process (QSEPD-000827).

## 5. Principles

### 5.1 Communication

This and supporting policies are provided to existing, new and potential Suppliers, Subcontractors and Business Partners. We will also work with our Supply Chain to communicate our approach, embed this policy and exchange good practice. This uses range of channels including "Meet the Buyer" events, interactive training webinars, on-site audits and periodic review meetings.

### 5.2 Collaboration

As part of our Collaborative Working Policy (PROC.BSUP.PAPS.501445), telent will work closely with suppliers in pursuit of these standards. We:

- ✓ Guide relationships by the principle of continuous improvement
- ✓ Welcome rather than penalise suppliers identifying activities that fall below these Standards (undertaken by themselves or sub-contractors) and who agree to pursue our aspirations
- ✓ Review and where appropriate, revise these principles in the light of experience
- ✓ Consider a similar ethical trading standard as a reasonable alternative where suppliers are already working towards this alternative
- ✓ Not hold a supplier to a higher standard than telent's own policy on these issues
- ✓ Seek opportunities to collaborate with our industry, supply chain, customers, and peers to share best practices and continue our learning journey

### 5.3 Making a Difference

telent is committed to acting responsibly throughout our procurement activities and we work to ensure supply chain compliance with all applicable national and international legislation, including those regarding anti-corruption, anti-trust, anti-bribery, fair competition and human rights.

#### **telent and our suppliers should:**

- ✓ Use a risk-based approach to the implementation of these Standards
- ✓ Focus attention on those parts of the supply chain where the risk of not meeting these Standards is highest and where the maximum difference can be made with resources available
- ✓ Suppliers should be prepared to share the basis of their approach with telent and provide evidence which demonstrates compliance with all applicable laws including those stated in this policy

We aim to use our buying power and collaborative business relationships to drive fundamental changes in how our supply chain deliver goods and services. This is to provide maximum benefits for the communities in which we operate, the environment and each individual supporting our supply chain.

### 5.4 Reporting

We monitor our performance in relation to this policy through a range of qualitative and quantitative means. Details will be provided on request and we require the same approach from our supply chain.

## 5.5 Awareness and Training

telent and our suppliers should provide periodic training measures for all relevant stakeholders to understand and to comply with the contents of this policy, all applicable laws, regulations and generally recognised sustainability standards.

## 5.6 Monitoring and Independent Verification

telent will:

- ✓ Recognise that the implementation of these Standards may be assessed through monitoring and independent verification and that these methods will be developed as our understanding grows
- ✓ Utilise processes to manage and monitor risk - the New Supplier Registration Request (NSRR) and Pre-Qualification Questionnaire Process (PQQ) UCM Doc PROC.BSUP.PAPS.414210 supports telent in obtaining information to perform risk analysis and take a collaborative approach with Suppliers, Subcontractors and Business Partners
- ✓ Assess our Suppliers, Subcontractors and Business Partners compliance to Responsible Procurement via telent's Vendor Assessment Process
- ✓ Regularly monitor the performance of our Supply Chain against a clear set of indicators
- ✓ Seek to work with the Supply Chain if under-performance is identified and commit to a mutually agreed remediation plan. Review of such plans will form part of on-going Supplier relationship reviews
- ✓ Conduct on-site audits of Suppliers, Subcontractors and Business Partners sites when deemed appropriate to monitor employees working conditions (whether directly or indirectly employed by telent)

**telent suppliers should:**

- ✓ Provide telent or its representatives with reasonable access to all relevant information and premises and cooperate in any Responsible Procurement Policy assessment - using all reasonable endeavours to ensure that sub-contractors do the same
- ✓ Use all reasonable endeavours to provide workers covered by the standards with a confidential means to report to the supplier failure to observe the standards

## 5.7 Continuous Improvement

Our Continuous Improvement Policy (PROC.BSUP.PAPS.501439) is an essential part of telent's supplier management strategy, aiming to ensure compliance, prevent issues and identify ways to achieve maximum value for money on a whole-life basis.

**telent and its suppliers should:**

- ✓ Apply a continual improvement approach in agreeing schedules for improvement plans with suppliers not meeting these Standards
- ✓ Base improvement plans on individual case circumstances

**telent will:**

- ✓ Following an escalation to telent's Head of Procurement, consider terminating any business relationship with the supplier concerned where serious shortfalls of these Standards persist
- ✓ We will regularly review and update this and supporting policies to ensure compliance with all UK and European legislation and identified good working practices

**5.8 Procurement of ICT Equipment and Software**

telent will procure ICT equipment and software in-line with EU Energy Efficiency Directive principles and Government Buying Standards for electrical goods and ICT equipment.

**6. Ethical Standards**

telent suppliers are expected to support and respect the protection of human rights for employees and must treat all employees with dignity and respect. In addition to adhering to all relevant local and national laws, telent's supply base must certify compliance with the following standards.

**6.1 Modern Slavery Act (2015)**

In accordance with our Anti-Slavery Policy PROC.PRJM.PAPS.390023 telent and its suppliers should:

- ✓ Apply a rigorous approach to the prevention, detection and reporting of modern slavery
- ✓ Provide a process to allow suspected concerns of slavery to be raised in a formal manner
- ✓ Issue a Statement to reflect the supplier's efforts in this area, or to comply with telent's statement (PROC.PRJM.PAPS.390024) which can be found online at [www.telent.com](http://www.telent.com)

**6.2 Employment is freely chosen**

- ✓ There is no forced, bonded or involuntary prison labour
- ✓ Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice
- ✓ All workers shall be provided with written and understandable information about their employment conditions, before they enter employment. They should also be given details of their wages for the pay period concerned each time that they are paid

**6.3 Freedom of association and the right to collective bargaining are respected**

- ✓ Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively and employers adopt an open attitude towards the activities of trade unions and their organisational activities
- ✓ Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace
- ✓ Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining

**6.4 Working conditions are safe and hygienic**

- ✓ A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment
- ✓ Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers
- ✓ Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided
- ✓ Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers
- ✓ Responsibility for health and safety shall be assigned to a senior management representative

#### 6.5 Child labour shall not be used

These policies and procedures conform to the provisions of the relevant ILO standards and accordingly, there shall be no occurrence or recruitment of child labour within our supply chain. telent will develop, participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child. Additionally, children and young persons under 18 shall not be employed at night or in hazardous conditions.

#### 6.6 Living wages are paid

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

Deductions from wages as a disciplinary measure shall not be permitted, nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded

#### 6.7 Working hours are not excessive

The guidance below is based international labour standards. In any event, working hours must comply with national laws, collective agreements and the provisions of this policy (whichever affords the greatest protection for workers).

Working hours, excluding overtime, shall be defined by contract and not exceed 48 hours per week and all overtime shall be voluntary. Overtime shall be used responsibly, considering all the following: the extent, frequency and hours worked by individual workers and the workforce overall. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay. The total hours worked in any seven-day period shall not exceed 60 hours, except where covered by the clause below.

Working hours may exceed 60 hours in any seven-day period only in exceptional circumstances where all the following are met:

- this is allowed by national law;

- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
- appropriate safeguards are taken to protect the workers' health and safety; and the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies

Workers shall be provided with at least one day off in every seven-day period or, where allowed by national law, two days off in every fourteen-day period.

#### **6.8 No discrimination is practiced**

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

#### **6.9 Regular employment is provided**

To every extent possible, work performed must be on the basis of a formal employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of off-payroll working (IR35) such as labour-only contracting, sub-contracting, home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

#### **6.10 No harsh or inhumane treatment is allowed**

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

#### **6.11 Ensuring Equality, Diversity and Inclusion (EDI)**

As a business, we promote the principles of equality, diversity and inclusion to ensure the skills and resources of all employees are fully utilised. We are committed to achieving and maintaining a workforce which broadly reflects the local communities in which we operate and to creating a working environment that combats prejudice, stereotyping, harassment, while promoting dignity and respect for the individual.

In support of this, we aim to use our influence as a buyer to improve diversity and equality standards within our supply chain through prudent selection, supplier development and education. To ensure this approach delivers tangible improvements, we may from time to time, request diversity monitoring data from our suppliers to assess progress and look for opportunities to improve practice.

#### **6.12 Dignity at work**

We believe that everyone has a fundamental right not to be harassed, bullied or victimised and that we all have a responsibility and expect our employees and supply chain to behave with respect and dignity towards others, be it fellow employees, customers, suppliers and contractors.

#### **6.13 Health, Safety & Wellbeing**



We are dedicated to creating and maintaining a positive culture of health, safety and wellbeing in our supply chain, in accordance with our corporate policies. Suppliers are required to proactively prevent work-related risk and offer a safe, happy and healthy work environment.

Performance of suppliers in this area is a key consideration in our supplier qualification process and regular on-site audits. Suppliers must have effective management systems in-place, relative to the nature and scope of their business. They must ensure all sub-contractors or third-party organisations engaged by them on telent projects are also fully compliant with all health, safety and wellbeing provisions.

## 7. Ethics

telent understands the importance of the way in which we engage and work with suppliers, subcontractors and business partners and that this behaviour is extended through the supply chain. We therefore set our expectations in the way in which suppliers and subcontractors shall behave and the way in which telent shall engage suppliers.

### 7.1 Professional code of behaviour

All telent employees shall maintain the highest possible standard of integrity in all their business relationships and reject any business practice, which might reasonably be deemed improper, and never use their authority for personal gain. All employees will ensure they optimise the use of resources to provide the maximum benefit to company and respect both with the letter and the spirit of contractual obligations.

### 7.2 General data protection regulation (GDPR)

All telent employees shall maintain the highest possible standard of integrity in all their business relationships and reject any business practice, which might reasonably be deemed improper, and never use their authority for personal gain. All employees will ensure they optimise the use of resources to provide the maximum benefit to company and respect both with the letter and the spirit of contractual obligations.

#### telent requires suppliers to:

- ✓ Process the data in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures
- ✓ Maintain records of processing activities under their responsibility
- ✓ Not engage another processor without authorisation from telent
- ✓ Make reasonable information available to telent on request and allow for and contribute to audits, including inspections, conducted by telent or another auditor mandated by telent
- ✓ Inform telent if, in their opinion, an instruction infringes the General Data Protection Regulation
- ✓ Notify telent without undue delay after becoming aware of a personal data breach
- ✓ Ensure data does not leave the UK with prior written consent

### 7.3 Tax evasion

Suppliers must never engage in facilitation of tax evasion, within the UK or abroad, when providing services to telent. Suppliers must also comply with any procedures put in place by telent to avoid facilitation of tax evasion and provide any associated information or assurances requested by telent, from time to time.

#### 7.4 Bribery and corruption

We are committed to conducting business with integrity and we do not accept any form of bribery or corruption, including embezzlement, money laundering, kickbacks, extortion and fraud. We also maintain a zero-tolerance approach to any reports of bribery and corruption within our supply chain.

#### 7.5 Gifts and gratuities

Gifts and gratuities will not be accepted, so should not be offered.

#### 7.6 Conflict minerals

Suppliers who manufacture components, parts, or products containing tin, tantalum, tungsten and/or gold shall define, implement and communicate their own Conflict Mineral Policy with telent, outlining their commitment to responsible sourcing, legal compliance and specific measures for the implementation of such policy.

Suppliers shall work with their own supply chain to ensure traceability of these metals to at least smelter level. Traceability data shall be maintained and recorded for up to 5 years and provided to telent upon request. Once such mechanisms are available, suppliers shall ensure that purchased metals originate from smelters validated by Suppliers as being conflict mineral free. Suppliers are encouraged to support industry efforts to enhance traceability and responsible practices in global mineral supply chains.

#### 7.7 Animal welfare

telent and our Supply Chain should operate within appropriate animal welfare standards. We do not accept testing on animals.

#### 7.8 Media and use of telent logo

Suppliers must not engage with the media with reference to telent without our prior approval. Suppliers must not use telent's logo on their website or any other media without our prior approval. If permission was previously granted, the telent logo must be removed from websites or other media if business contracts have ceased. Prior approval should also be sought for links to telent.com.

### 8. Environment and Sustainability

We recognise our responsibility to carry out procurement activities in an environmentally responsible manner, in accordance with our Environmental Policies. We will determine our environmental requirements appropriately and include them as part of our product and service selection process and communicate relevant environmental requirements within our supply chain.

#### 8.1 Responsibility

It is our responsibility to encourage our Suppliers, Subcontractors and Business Partners to:

- ✓ Minimise any negative environmental effects through the effective application of processes and controls
- ✓ Consider local ecology, species and habitat protection
- ✓ Prevent pollution
- ✓ Use resources efficiently, diverting from landfill through reuse, recovery and recycling activities
- ✓ Minimise waste, usage of water, energy and other consumables
- ✓ Maintain an ongoing objective to reduce carbon emissions

- ✓ Review and address climate change opportunities and risk

## 8.2 Energy Information (Amendment) Regulations 2018

Suppliers must fulfill their responsibilities and comply with energy labelling regulations.

## 8.3 RoHS and Waste Electrical and Electronic Equipment (WEEE)

As a company, we understand the environmental and health risks associated with the RoHS directive and control/restrict the use of hazardous substances. telent requires all suppliers to comply with their obligations as a producer of a product that will be subject to the RoHS directive and/or with waste electrical and electronic equipment (WEEE) directive.

## 8.4 Timber

to avoid contributing to deforestation/degradation and to respect communities which rely on them, suppliers must be fully compliant with the European Union Timber Regulation (EUTR). telent commits that our products will only use timber and paper obtained from known, legal and well-managed sources that are 100% recycled, or derived from sustainably managed forests approved by the Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC).

## 8.5 Single-use plastics

Plastic waste is one of the greatest environmental challenges facing the world today. We are committed to tackling this problem by taking responsibility for our own impact on the environment and the communities in which we work. telent will work towards minimising the use of single-use plastics across our operations and pro-actively work with our suppliers to find solutions which reduce unnecessary waste plastics.

Where practicable, telent will:

- ✓ Request that suppliers minimise the use of single-use plastics in their service provision and find sustainable alternatives
- ✓ Encourage the use of recycled plastics (where the use of plastics is unavoidable)
- ✓ Support manufacturers that make products from locally sourced waste plastics

## 8.6 Packaging design

We aim to ensure that any packaging we receive is made from sustainable materials. Where practicable, we ask that any packaging we handle is:

<b>&gt;80% recyclable</b>	Recyclable packaging must be designed so that a certain percentage of the materials used are recyclable
<b>&gt;80% suitable for energy recovery</b>	Packaging designed to be disposed of through energy recovery (energy through burning materials) must contain at least 50% organic materials that burn (paper, wood, cardboard etc)
<b>&gt;80% biodegradable</b>	Packaging designed for composting must be biodegradable
<b>&gt;80% re-usable</b>	Reusable packaging must be designed so that it can be used several times. Once it has been reused, it must meet the requirements for recycling, energy recovery or composting

## 8.7 Government Buying Standards (GBS)

Where practicable, we follow the Government Buying Standards (GBS) and encourage our supply partners to do the same. The GBS are a set of product specifications outlined by the Department for Environment, Food and Rural Affairs (Defra) to ensure easy selection of the most sustainable products in a range of categories including:

- Cleaning Products
- Construction
- Electrical Goods
- Furniture
- Gardening Services
- Office ICT equipment
- Paper
- Textiles
- Transport

The standards go beyond the minimum requirements of legislation and aim to reduce environmental impacts in some key life cycle stages, thus enabling purchasers to achieve value-for-money and influence the supply chain. The standards are mandatory for central government departments and related organisations, though any organisation concerned about sustainable procurement may choose to follow them or to specify them in tenders.

## 9. Community Benefit

The creation of social value is an integral part of our supply chain sustainability strategy. telent actively provide local employment, endorse diversity and maintain equality of opportunities for all – and we expect our suppliers to uphold these values.

### 9.1 Working with Small and Medium Size Enterprises (SMEs)

We pride ourselves in being SME-friendly and actively work in partnership with SMEs around the country. Through our sustainability strategy, telent commit to supporting SME's to become responsible regional businesses by promoting equality, diversity, value and productivity. We recognise their potential for job creation, growth and innovation and to facilitate market access, uphold the principles of equal treatment, non-discrimination, proportionality and transparency. We proactively remove any unnecessary barriers to SME participation by ensuring all requirements are fair and balanced.

### 9.2 Working with Voluntary, Community and Social Enterprises (VCSEs)

We recognise the vital contribution that VCSEs can make to society and will continually look to involve them in our procurement activities wherever possible. As with SMEs, work to remove any unnecessary barriers to VCSE participation by ensuring all supplier requirements are clear, consistent and proportionate.

### 9.3 Commitment to Under-represented Groups

As part of our company's Corporate Social Responsibility (CSR) policy, we support under-represented groups, by offering training and job opportunities for Black, Asian and Minority Ethnic (BAME) and Not in Education, Employment or Training (NEET) communities. This is an essential element of our long-term resourcing strategy to meet skills gaps within the communities in which we work. This approach brings the benefit of filling vacancies, supporting under-represented groups and generating a sense of engagement among employees.

Where reasonable and practicable, we will support our suppliers in their efforts to provide their own opportunities for under-represented groups by sharing best practice, providing training and contributing additional resources.

## 10. References

The following international standards underpin the Labour Rights Standards and will be used as the primary reference points when implementing the Standards with our suppliers:

### **The United Nations Universal Declaration of Human Rights**

This sets “a common standard of achievement for all peoples and all nations” and represents a set of core international ethical standards.

### **The United Nations Convention on the Rights of the Child**

This has been ratified by almost every member state in the United Nations and provides a framework for interpreting the best interests of the child.

### **The Conventions of the International Labour Organisation**

The ILO incorporates government, employer and employee representatives and is responsible for setting international labour standards. The ILO Conventions have the force of international law and are binding for states that have ratified them.

### **The ILO Declaration on Fundamental Principles and Rights at Work**

All 174 ILO member states must respect, promote and realise the principles contained in the seven core ILO Conventions, regardless of ratification. These are:

- Conventions 29 and 105 & Recommendation 35 (Forced and Bonded Labour)
- Convention 87 (Freedom of Association)
- Convention 98 (Right to Organise and Collective Bargaining)
- Conventions 100 and 111, recommendations 90 and 111 (Equal Remuneration for male and female workers for work of equal value; Discrimination in employment and occupation)
- Convention 138 & Recommendation 146 (Minimum Age)

Although not core ILO conventions, the following ILO standards are especially relevant to the standards of this code:

- Convention 135 & Recommendation 143 (Workers' Representatives Convention)
- Convention 155 & Recommendation 164 (Occupational Safety & Health)
- Convention 159 & Recommendation 168 (Vocation Rehabilitation)
- Convention 177 & Recommendation 184 (Home Work)

The following definitions shall apply to the Child Labour section:

#### **“Child”**

Any person less than 15 years of age unless local minimum age law stipulate a higher age for work or mandatory schooling, in which case the higher age shall apply. If local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO Convention 138, the lower will apply.

#### **“Young Person”**

Any worker over the age of a child as defined above and under the age of 18

#### **“Child Labour”**

Any work by a child or young person younger than the age(s) specified in the above definitions, which does not comply with the provisions of the relevant ILO standards and any work that is likely to be hazardous or

to interfere with the child's or young person's education, or to be harmful to the child's or young person's health or physical, mental, spiritual, moral or social development.

#### “At Night”

The following text is taken from ILO Convention 90. Please note that there are various exceptions to these provisions contained within the convention. For this Convention the term “night” signifies a period of at least twelve consecutive hours. In the case of young persons under sixteen years of age, this period shall include the interval between ten o'clock in the evening and six o'clock in the morning. In the case of young persons who have attained the age of sixteen years but are under the age of eighteen years, this period shall include an interval prescribed by the competent authority of at least seven consecutive hours falling between ten o'clock in the evening and seven o'clock in the morning; the competent authority may prescribe different intervals for different areas, industries, undertakings or branches of industries or undertakings, but shall consult the employers' and workers' organisations concerned before prescribing an interval beginning after eleven o'clock in the evening.

## 11. Useful Contacts/Links

Issue	Link/Contact	Detail
<b>Access to trade unions/representation</b>	Web: <a href="http://www.global-unions.org">www.global-unions.org</a>	Information regarding global trade unions that individuals may wish to engage. Global Unions is the partnership between the International Trade Union Confederation, Global Union Federations and the Trade Union Advisory Committee to the OECD
<b>Modern Slavery</b>	Web: <a href="http://www.modernslaveryhelpline.org">www.modernslaveryhelpline.org</a> Tel: +44 (0)8000 121 700	The Modern Slavery Helpline is a unique one-stop contact for everything from general enquiries to reporting actual or suspected abuse and receiving guidance

## 12. Supporting Documents and Policies

### 12.1 telent Policies and Procedures

Existing requirements for acquisition of property and fleet are specified and reported via the existing telent procedures and documents:

- Facilities and Premises Management (FACILITIES.BSUP.PAPS.430223)
- Estates and Facilities Management Strategy (FACILITIES.BSUP.STGY.430222)

#### Documents:

Title	Document Reference Number	Issue Number
Employee Diversity Code of Practice	HUMR.PAPS-244604	007
Procurement Process and Policy	QSEPD-00827	015
NSRR and PQQ Pre-Qualification Questionnaire Process	PROC.PRJM.PAPS.414210	002

Anti-Slavery Policy	PROC.PRJM.PAPS.390023	001
Modern Slavery and Human Trafficking Statement	PROC.PRJM.PAPS.390024	001
telent Annual Sustainability Report	QSE.QHSE.REPS.288928	006
Continuous Improvement Policy	PROC.BSUP.PAPS.501439	001
Collaborative Working Policy	PROC.BSUP.PAPS.501445	001

Copies of documents can be provided on request. Please contact [procurement@telent.com](mailto:procurement@telent.com)

## 12.2 Legislation, Frameworks and Initiatives

Name	External Link
Modern Slavery Act 2015	www.legislation.gov.uk
Bribery Act 2010	
Fraud Act 2006	
UK Labour Law	
Public Services (Social Value Act) 2012	
Equality Act 2010	
Batteries and Accumulators (Placing on the Market) (Amendment) Regulations 2015	
Energy Savings Opportunity Scheme (ESOS)	www.gov.uk
Streamlined Energy and Carbon Reporting (SECR)	
Government Buying Standards	
EU Timber Regulations	
Waste Reporting	
Waste Electrical & Electronic Equipment Directive (WEEE)	
RoHS Directive	
EU Parliament Ban on Single Use Plastics (2021)	
Fleet Operator Recognition Scheme (FORS)	www.fors-online.org.uk
Ethical Trade Initiative (ETI) Base Code	www.ethicaltrade.org

Carbon Disclosure Project (CDP)

[www.cdp.net](http://www.cdp.net)