

**Important notice:** This document is provided as a high-level summary of the British Land Supplier Code of Conduct. This document shall not be legally binding and is for information only. Suppliers are obliged to comply with the requirements of the Code, which can be downloaded [here](#).

# SUPPLIER CODE OF CONDUCT

Doing the right thing to ensure safe, fair and ethical working practices



# WELCOME



“At British Land we value our supplier partners and the contribution they make – we rely on their expertise to deliver our business objectives.

We are continually challenging ourselves to work better together with our partners to ensure that we are ‘great to do business with’.

Our Code of Conduct is built on the principles that we value as a business. It sets out what we stand for, how we work, and the commitments we expect our supplier to share with us.”

**SIMON CARTER**  
Chief Executive Officer

## Let us know

Please tell us if you suspect a potential or actual breach of the Code.



If you have any concerns regarding a breach of the British Land Supplier Code of Conduct please email **Ginny Warr, Head of Procurement**, in confidence at [SCOC@britishland.com](mailto:SCOC@britishland.com)

## ADVOCATING RESPONSIBLE BUSINESS

We create outstanding places for people to work, live and visit: dynamic neighbourhoods that are designed and managed to help our customers thrive. A critical part of our success is selecting and working with the right supplier to support us.

Treating suppliers fairly and making sure they treat their people fairly is not only the right thing to do, it also delivers better results for our customers. Often suppliers are the public face of British Land, so we ask them to work in a way we believe is best practice to achieve our social, environmental and ethical standards.

### Who does the code apply to?

This phrase “Supplier” includes suppliers, subcontractors, service partners, consultants, intermediaries and agents. Suppliers must cascade our principles to their own supply chains. We expect our suppliers to fully comply with applicable laws.

## CONTENTS

- 3 **Social** - Creating a working environment where employees are treated fairly
- 6 **Sustainable** - Ensuring we work together to behave in an environmentally responsible manner
- 7 **Ethical** - Adhering to the highest standards of ethical business practices

# SOCIAL

We advocate responsible business practices throughout our supply chain. Our expectations around human rights, employee relations and health and safety are set out below.

## HEALTH AND SAFETY

### Communication

We expect effective mechanisms to be put in place to ensure all parties under a supplier's instructions understand their obligations.

### Risk prevention

All areas of risk should be assessed using competent and trained people. Safe equipment, tools and required personal protective equipment must be provided.

### Leadership

All employees shall be expected to be fully competent to carry out their roles and have received training to an appropriate level.

### Welfare

Hygienic and safe washrooms, amenities and accommodation shall be made available to all employees to meet their needs.

### Systems and training

A robust response to accidents, health problems and foreseeable emergency situations shall be in place.



Our suppliers must provide a safe working environment for all those affected by their activities



→ Read our full Supplier Code of Conduct [britishland.com/code](https://britishland.com/code)

## CHILD LABOUR

### Minimum age

No person shall be employed who is below the minimum legal age for employment. This is the age for completing compulsory education in the relevant country or age 15, whichever is higher.

### Children

Employees under the age of 18 shall not work in hazardous conditions or at night, or carry out any work that is inconsistent with the child's personal or physical development.

## FORCED LABOUR

### Definition

The supplier shall not use any form of bonded or compulsory labour, slavery or human trafficking.

### Employee contract

Suppliers' employees shall receive an employment contract which entitles them to leave work or resign with reasonable notice. All employment shall be voluntary.

### Conditions of employment

Employees will not be requested to lodge deposits of money, pay recruitment fees, incur debt, surrender any government-issued identification, passport, or work permit.

## MODERN SLAVERY AND EXPLOITATION

### Informing staff

The supplier is responsible for making information available to all staff. We strongly recommend that details of the Unseen UK Modern Slavery Helpline be made readily available, link here:

<https://www.modernslaveryhelpline.org/>

## WORKING HOURS

### Working week

No employee shall work more hours than the maximum set by local law or 60 hours including overtime.

### Breaks

Employees shall be allowed appropriate breaks during the working day.

### Time off

Employees shall have at least one day off following six consecutive working days.

### Holidays

Suppliers shall offer employees the right to a paid holiday.

### 'Zero hours'

Suppliers shall not offer exclusive zero hours contracts.

## RIGHT TO WORK

### Permits

The supplier shall ensure that all 'Right to Work' checks are completed on all employees before employment commences.

Modern slavery and human trafficking are grave forms of human rights abuses which we are committed to eradicating



No child should be working for a supplier or within their supply chain



## PAYMENT

### Fair pay

Suppliers should pay their employees and subcontractors the "Real Living Wage" as determined by the [Living Wage Foundation](#).

### Employees

Conditions of employment should be clear and understood. Deductions from wages must not be used as a disciplinary measure, neither should employees be expected to pay for uniform, training or accommodation, unless contractually agreed.

### Payment

Employees must be paid on time, and the supplier is encouraged to adopt the Prompt Payment Code (PPC) principles for its subcontractors.



We expect our suppliers to be fair and reasonable in all areas of employee relations



## DISCIPLINARY PRINCIPLES

### Respect and dignity

Employees should not be subjected to any form of verbal or physical abuse, or other harassment or threats. The grievance process should be documented and auditable.

## RIGHT TO ASSOCIATION

### Open communication

Suppliers shall respect the rights of their employees to associate freely, join trade unions and/or workers' councils, and engage in collective bargaining in accordance with national laws and international conventions.

## DISCRIMINATION

### Equality

Suppliers shall ensure no form of discrimination is present at any stage of employment, from the selection of suitable applicants, their interview and assessment, to the terms of their employment, payment and grounds for dismissal.

All workers shall receive equal treatment and not suffer from discrimination of any form





# SUSTAINABLE

Ensuring that every decision taken by each of us every day is environmentally and socially intelligent, and financially sensible, so that we can continue to create Places People Prefer.

## ENVIRONMENT

### Legislation

Suppliers shall comply with all relevant local and national environmental laws as well as international standards.

### Systems

The supplier shall implement an internal environmental management system ensuring all necessary environmental permits, approvals and registrations are compliant.

### Hazardous substances

Laws, regulations and customer requirements regarding specific substances should be strictly followed. Particular attention should be given to hazardous substances and equipment of Very High Concern under REACH and RoHS regulation (amongst others).

### Minimum waste

Recycling and the reduction of wastage in materials sourcing, handling, transport and disposal should be promoted.

### Net zero carbon

Suppliers shall promote energy and carbon efficiency where appropriate.

### UN Sustainability goals

Suppliers shall commit to supporting a minimum of two of the UN SDGs. Whilst we encourage all suppliers to participate in working towards these goals, this requirement does not apply to SMEs.



Working together ensures we can embed sustainability into our supply chains



Read our full Supplier Code of Conduct  
[britishland.com/code](https://britishland.com/code)



# ETHICAL

Suppliers must act with integrity, honesty and fairness in all aspects of their business and as a minimum in accordance with all applicable laws and regulations.

## RESPONSIBLE SOURCING

### Sustainability brief

All consumables and equipment shall be sourced in line with the applicable [British Land Sustainability Brief](#).



A robust and responsible sourcing programme is vital to mitigate environmental and social risks in our supply chain

## FRAUD AND MONEY LAUNDERING

### Legislation

Suppliers must act in accordance with all applicable standards and laws relating to fraud and money laundering.

### Compliance

Maintain an effective anti-fraud and (where appropriate) an anti-money laundering compliance programme.

## WHISTLEBLOWING

### Reporting

Suppliers shall adopt a robust whistleblowing policy that allows employees to anonymously complain and report workplace grievances.

## ANTI-BRIBERY AND CORRUPTION

### Anti-bribery

There shall be a zero tolerance approach to all forms of bribery, including improper offers or payments to or from employees, customers, suppliers, organisations or individuals.

### Probity

The supplier shall not engage in any activity which would constitute either a UK or foreign tax evasion offence. Policies must be in place to prevent tax evasion by another person, including its employees.

## PRIVACY

### Data use

Suppliers shall respect the privacy and confidential information of all employees and business partners as well as protect data under the applicable data privacy laws.

## CONFLICT OF INTEREST

### Business practice

Suppliers must avoid all conflicts of interest or situations that may be perceived as a conflict of interest.



Any conflicts of interest should be reported promptly - seek guidance if you are unsure what constitutes a conflict



# FIND OUT MORE

## CONTACT US

**Ginny Warr**

Head of Procurement

British Land, York House,

45 Seymour Street, London W1H 7LX

[SCOC@britishland.com](mailto:SCOC@britishland.com)

+44 (0)20 7486 4466

[@BritishLandPLC](#)

### About British Land

We are a leading UK property company. We create and manage outstanding places which deliver positive outcomes for all our stakeholders on a long term, sustainable basis.

[www.britishland.com](http://www.britishland.com)

