

March 2017 v1.0

Unite Students is the UK's largest and most established manager and developer of purpose-built student accommodation. We provide a home for around 50,000 students, in more than 140 properties, across 28 leading university cities in England and Scotland. Unite Students works in partnership with more than 60 Higher Education institutions and also lets rooms directly to students. Our purpose is to provide a home for our culturally-diverse customers, offering them a strong foundation for academic and personal success.

Our Up to uS responsible business strategy sets out our approach to ensuring we operate as a responsible and sustainable way, generating environmental, social and economic value for our stakeholders. These principles apply across all of our operations, and so this Sustainable Procurement Policy sets out how they relate to procurement due diligence, vendor management and supplier selection.

**Supplier selection and Vendor Management:** Unite Students will take into consideration how closely suppliers' policies are aligned with our own when selecting new suppliers and managing existing suppliers regardless of the size of the project, ongoing work or a tender. In addition to considering this at competitive tender stage, all suppliers that are set up on our purchasing system will also go through due diligence to ensure adherence to this Sustainable Procurement policy.

We will use effective vendor management and monitoring of our key supplier base to ensure that their practices and policies remain consistent with this policy, and to encourage further improvements over the lifetime of their engagement.

**Specific Policy Statements:** As a minimum, we require suppliers to meet the following standards:

- **Legal Compliance:** Suppliers must comply with all relevant local laws and regulations, should act with integrity and high moral and ethical standards at all times, must not participate in any form of corruption or bribery, or be associated with criminal, violent or terrorist groups.

- **Anti-bribery and Anti-corruption:** Unite Students have a zero tolerance policy on bribery or corruption, and all procurement activity will be undertaken in accordance with the highest standards of business and personal ethics in accordance with our Code of Ethics and Anti-Bribery Policy.
- **Fair Pay:** As an accredited living wage employer Unite Students require our suppliers to pay at least the minimum wage to their staff; we are also committed to encouraging our suppliers to also adopt and adheres to the Living Wage principles. Our Procurement and HR teams will work closely to achieve this.
- **Health and Safety:** We require our suppliers to operate safely, and our Procurement and Health and Safety teams will work closely with suppliers to ensure they meet legal requirements for health and safety standards. As a minimum, all suppliers must be accredited under the Safecontractor scheme, and provide appropriate training and protective equipment to employees so that they can undertake their role safely.
- **Child Labour:** We will require our suppliers to have policies in place to confirm that no employee below the minimum legal age of employment are used. Where suppliers legally use employees under 18 years of age, they must have policies prioritise the best interests of personal development for under 18s.
- **Working Hours:** We require our suppliers to implement policy ensuring they comply with local laws regarding working hours and overtime, and that they make efforts to reduce excessive working hours and promote good work-life balance.
- **Training:** Employees should be given appropriate training to carry out their required role in a safe and productive manner.
- **Discipline:** Employees should not be subject to inhumane or harsh treatment during their regular employment or as a result of disciplinary procedures. Records of any disciplinary proceedings should be maintained and penalties should not include wage deductions.
- **Terms of Employment:** Suppliers must not use forced, indentured or compulsory labour, or require monetary deposits from employees in order to start or continue their employment. Employees should have the right to leave of their own will after reasonable notice has been served. Terms of employment should be

communicated to employees clearly in an easily understandable contract, agreed and signed by both employer and employee.

- **Equal Opportunities:** No discrimination of any kind will be tolerated in our supply chain whether this be racial, sexual, age or any other kind of discrimination or prejudice.
- **Freedom of association:** Our supply base must allow employees freedom of association. If the law restricts freedom of association and collective bargaining, then employers should facilitate alternative means of representation for staff.
- **Impact on the Environment:** Our Procurement and Energy and Environment teams will work with suppliers to help reduce the negative environmental impact of our supply base, especially in relation to energy use, GHG emissions, water use, waste and recycling, resource use, biodiversity and pollution. This will be actively monitored via our Vendor Management programme and form part of supplier selection.

This policy will be implemented via our procurement and operational policies and procedures. This document is reviewed annually and communicated to appropriate stakeholders. All staff, suppliers and contractors are expected to comply with this policy and support its implementation.

**Richard Smith, Chief Executive Officer**

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