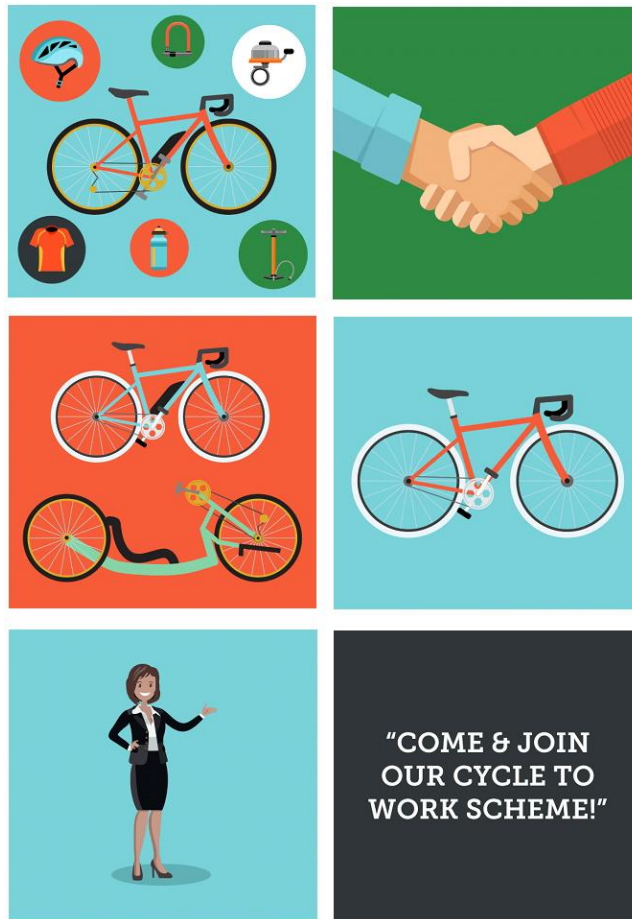


# PROc2w and Green Commute Initiative Supplier Code of Conduct



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# General Responsibility

## Applicability

This Supplier Code of Conduct is applicable to the supply of goods and/or services to Green Commute Initiative Ltd (GCI) and/or PROc2w Ltd.

## Overview

GCI and PROc2W wish to conduct business and build relationships with suppliers who share our values:

- Act with honesty and integrity at all times in all our business dealings
- To provide a safe working environment where employees are treated with dignity and respect
- Seek to minimise and reduce our impact on the environment
- Provide supply chain transparency and improve supply chain standards

This code of conduct applies to all businesses that provide products or services for GCI and or PROc2W. GCI and PROc2W require all suppliers and their employees to commit to this code of conduct as a condition of doing business.

## Compliance with Laws

Suppliers shall act at all times in full compliance with applicable laws, rules and regulations and in a manner that does not result in GCI or PROc2w being put in a position where they do not themselves comply with applicable laws, rules and regulations.



## Labour Standards

### Hiring and Employment Practices

Suppliers' hiring practices must include verification of workers' legal right to work in the country and ensure that all mandatory documents, such as work permits, are available. In addition, a written contract should be made available to each worker that clearly communicates the conditions of employment in a language understood by the employee. GCI and PROc2w suppliers must not discriminate against employees in hiring, promotion and salary or performance management on the basis of race, colour, gender, religion, nationality, age, disability, political affiliation, union membership, sexual orientation, maternity or marital status of the employee. GCI and PROc2w suppliers are expected to support diversity and equal opportunity in their workplaces. The supplier shall not require employees to undertake pregnancy or medical tests, except where required by local law or in relation to workplace health and safety, and shall not discriminate based on results.

### Child Labour

GCI and PROc2w suppliers are prohibited from using workers under the minimum legal age of employment in the jurisdiction where work is performed on behalf of GCI or PROc2w. In the event that local law does not specify a minimum working age, the minimum age of employment shall be 16 years of age. Irrespective of the legal minimum age, employers shall ensure that all legal requirements including type of work, remuneration, working conditions and education requirements are met.

### Forced Labour and Modern Slavery

GCI and PROc2w suppliers shall not use any form of slave, bonded, forced, involuntary prison labour or engage in human trafficking or exploitation. Employment should be freely chosen and employees free to leave after reasonable notice is served. GCI and PROc2w suppliers should not retain employees' identification papers or travel documents such as Passports, Identification Cards and Work Permits as a condition of employment.

### Harassment

GCI and PROc2w suppliers must treat all workers fairly and ethically with respect and dignity. They may not subject workers to corporal punishment, physical, sexual, psychological, or verbal harassment or abuse. Suppliers may not use monetary fines to discipline employees. In addition, GCI and PROc2w suppliers must provide an environment that allows employees to raise concerns without fear of retaliation.

### Compensation and Working Hours

GCI and PROc2w suppliers must comply with applicable wage and hour labour laws and regulations governing employee compensation and working hours.



## **Health and Safety**

Suppliers must provide workers with a safe and healthy work environment and should proactively put in place measures such as policies, procedures, education and communication that support accident prevention and minimise health risk exposure for all employees. Where appropriate the supplier shall provide personal protective equipment together with training on its benefits and use.

## **Environment**

The supplier shall comply with all applicable environmental laws, regulations and standards and have robust processes in place to identify and eliminate potential hazards to the environment and local community. Additionally, the supplier should seek to minimise its impact on the environment by energy conservation, recycling and appropriate disposal of waste.

## **Business Integrity**

### **Gifts and Gratuities**

GCI and PROc2w suppliers must not offer gifts to GCI or PROc2w procurement employees. Gifts of nominal value are permitted on ad-hoc occasions.

### **Hospitality**

GCI and PROc2w suppliers are not expected to offer hospitality and must not offer hospitality to procurement employees during a competitive tender, negotiation or dispute.

### **Improper Payments / Bribery**

Bribery is offering or making a payment (or payment in kind) and/or offering/promising a gift to influence a decision dishonestly or to induce or reward a person for improper performance of any relevant function or activity. This includes both private and public bribery. It is unacceptable to give, offer, promise or accept bribes or other improper payments and favours.

Officers, employees, suppliers, sub-contractors and agents acting on behalf of the GCI or PROc2w are strictly prohibited from accepting bribes, improper payments and favours under any circumstances. GCI and PROc2w suppliers must comply with all relevant anti-bribery.

### **Conflict of Interest**

The supplier or supplier's employees must disclose any potential or actual conflict of interest and declare this to GCI or PROc2w management at the earliest opportunity by contacting us.



## **Confidential Information**

Proper management of confidential information and personal data is critical to the success of both GCI, PROc2w and suppliers. GCI and PROc2w suppliers must protect all GCI and PROc2w information, data (including personal data), and intellectual property or technologies with appropriate safeguards. Suppliers may receive our confidential information only as authorised by a confidentiality or non-disclosure agreement and must comply with their obligations not to disclose the confidential information, not to use the information except as permitted by the agreement, and to protect the information from misuse or unauthorised disclosure. This requirement prevails beyond contract expiry or termination.

## **Supply Chain**

Supply chain transparency is a pre-requisite to confirm compliance to this code of conduct. To monitor this, GCI or PROc2w may request documentation from time to time including, but not limited to, supplier factory locations, supplier sub-contractor names and results of historic audits.

## **Communication**

GCI and PROc2w suppliers are expected to assist GCI/PROc2w in enforcing this code of conduct by communicating its principles to their supervisors, officers, employees, suppliers and third-parties through their respective supply chain. Suppliers may direct questions or comments about this code of conduct to [theteam@greencommuteinitiative.uk](mailto:theteam@greencommuteinitiative.uk)

## **Non-Compliance Reporting**

Where it is allowed by law, suppliers should have a system that allows employees to anonymously report their concerns.



## Other Supplier Responsibilities (Bike Retailers)

### Commission Charges

PROc2w charges bike shops a commission to cover some of the costs involved with administering the scheme. The charge is just 5% and is by far the lowest in the industry. The expectation is for the supplier to absorb this cost from their profits. If a supplier needs to pass this charge onto its customers, they are required to advise the customer in advance so that the cost can be added to the value of the Collection Voucher.

### Supplier websites

To help GCI and PROc2w to keep the commission charge low, bike shops are required to feature GCI on their customer-facing websites. This helps to raise awareness of the scheme and its fairer ethos. Retailers should refer to the various schemes they promote as Cycle to Work Schemes rather than using the brand name of another scheme provider. This will help to avoid public confusion over the status of certain providers. Please request the GCI Style Guide for further details.

### UK Legislation and ebikes

The Supplier Agreement you have signed is explicit in that you *shall supply only goods that are fully compliant with UK legislation and that are fit for the purpose intended and that any advice or recommendations or any other service is provided with reasonable care and in a professional manner*. As such, you are not permitted to supply an electric bike (EAPC) which is deemed illegal by the Department for Transport. Details about the legal situation regarding ebikes can be found here: <https://www.gov.uk/electric-bike-rules> but the key points are that the ebike must have a maximum power output of 250 watts, and should not be able to propel the bike when it's travelling more than 15.5mph. It is your responsibility to keep yourself up-to-date with any relevant changes to UK law.

If you provide the employee with any device such as a dongle which may invalidate the manufacturer's warranty, as the supplier, you shall be liable for repairs that would have been available had the manufacturer's warranty not been invalidated.



# Prompt Payment Code

PROc2w and Green Commute Initiative are both signed up to the Prompt Payment Code.

The Prompt Payment Code (PPC) is a voluntary code of practice for businesses, administered by the Office of the Small Business Commissioner (OSBC) on behalf of Department for Business and Trade (DBT). It was established in December 2008 and sets standards for payment practices between organisations of any size and their suppliers.

In line with the PPC, we are committed to paying at least 95% of invoices within the agreed payment terms (30 days) and without attempting to change terms retrospectively. We acknowledge a supplier's right to use late payment legislation to invoice for late payment interest and charges when appropriate.

## Paying our retail partners

When a GCI application is processed, a self-invoice will be sent by email to a reseller. The email will contain instructions to how payment will be made.

PROc2w is committed to paying its resellers on the same or next working day of receiving the payment request.

PROc2w will contact the reseller immediately if the employee wishes to cancel or requests a partial refund. PROc2w will only cancel an order once the reseller has confirmed they are in agreement.

PROc2w will contact the reseller immediately if there is any reason why an invoice will not be paid to the agreed terms. For example, payment might be withheld in lieu of a refund due back to PROc2w/GCI.

## Other suppliers

PROc2w is committed to paying at least 95% of invoices within the agreed payment terms of 30 days. Invoices should be sent to your contact within PROc2w/GCI.

Any complaints or disputes should be sent by email to your contact within PROc2w/GCI. [Accounts@greencommuteinitiative.uk](mailto:Accounts@greencommuteinitiative.uk) should be copied into any escalation emails.

ProC2W/GCI will contact the supplier immediately if there is any reason why an invoice will not be paid to the agreed terms.

Violations of this code of conduct can be reported confidentially by contacting the following email [theteam@greencommuteinitiative.uk](mailto:theteam@greencommuteinitiative.uk)





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