

# Jennings Guide for our Suppliers

HELPING BUILD A MORE RESPONSIBLE & SUSTAINABLE SUPPLY CHAIN

Dear **[Supplier]**

**Jennings is a values-led business. We believe sustainability, the environment, our people and the community should be at the forefront of what we do. We are confident this approach will build a better, stronger business.**

**In this Guide for Our Suppliers we outline what we are asking from our supply partners in terms of the wellbeing of employees, quality standards, health & safety measures, environmental management and business ethics. The aim is to have a culture of continuous improvement, treating people fairly, preserving natural resources, protecting the environment and engaging with wider communities for the benefit of everyone.**

**To achieve and maintain these ambitions we need your help. You are an important part of our supply chain and so we want you to adopt the recommendations in this Guide and set goals for your own business too.**

You may already meet or exceed these standards. If so, we really encourage you to persuade your own suppliers to do the same. If not, we ask you to take this Guide on board and work towards being a better business.

The Questionnaire which accompanies this Guide may prompt some useful questions to consider.

Ideas and suggestions about ways we can improve efficiency, lower our environmental impact and innovate for better sustainability are always welcome. We would love you to share your sustainability journey with us.

Thank you.

**The Jennings Team**

# INTRODUCTION

Jennings aims to do good business by being a good business. We also prefer to do business with people who are aligned with this way of working.

We take responsibility for the impact we have on society and the environment, and for the choices we make every day. We are learning all the time and finding new ways to be better at what we do. One area that will help is locking ethics and sustainability into all of our buying and procurement decisions.

Based on all of this, we have written this *Guide for Our Suppliers* which sets out our expectations of the people who supply to us. It is adaptable to all our suppliers and contractors, from large companies to sole traders. It includes any/all employees and other third parties.

We ask you to encourage others in your own supply chain and community to adopt similar practices.

## WE ASK FOR A COMMITMENT TO

### Your Employees

Set an example of good employment, where working conditions and the well-being of employees are guaranteed.

- Offer all employees an employment agreement or contract that complies with all applicable laws and regulations.
- Pay a Living Wage and reward employees for the work they do.
- Make sure staff have decent working conditions and are able to carry out the work they are asked to do.
- Offer opportunities for personal & professional development.
- Be aware of the wellbeing (physical and mental) of your employees and offer them support when it is needed.
- Support your local community, through engagement in community initiatives and social activities.
- Encourage employees to reach into the community, through volunteer support and sharing knowledge for the benefit of both the community and the employee.

### The Environment

We ask you to comply with, and preferably exceed, all environment laws and regulations.

- Show a positive approach towards environmental issues; make at least one improvement every year (we can share some of our own ideas if it helps).
- Show an active approach to sustainable solutions in your products, services and processes - energy use, emissions, transport, packaging, efficient use of materials, recycling and reuse.
- Be aware of, and set goals to reduce, your carbon footprint. These are high on the list of priorities for everyone:
  - **Energy use** – Change to renewable, green energy wherever possible.
  - **Reduce, reuse and recycle** – Use less, reuse more and then recycle. This will help improve waste management and reduce the volume going to landfill.
  - **Transport and travel** – Aim to reduce fuel consumption, whether on journeys for work or transport and deliveries.
  - **Water use** - Understand your water use, collect data and set targets to reduce consumption. Also aim to improve the quality of wastewater.
  - **Biodiversity** - Be aware of your impact on biodiversity and aim to make no net harm.
- We welcome suppliers who want to work with us improve efficiency through innovation, reduce energy, minimise waste and prevent pollution.

## Health, Safety and Wellbeing

Show a positive approach towards Health, Safety and Welfare issues, complying with (and preferably exceeding) all applicable health and safety legislation and regulations.

- Offer suitable workspaces, tools and/or equipment so employees can do their work safely. Keep their continued wellbeing in mind.
- Make sure staff are aware of health and safety conditions at work, with an active approach to achieving zero workplace accidents.
- Please make us aware if you use any hazardous materials, waste or toxins. We ask that you set targets for reducing toxins and hazardous waste (all chemicals supplied should be accompanied by up-to-date COSHH data).

## Quality of Products and/or Services

Whether you provide products and/or services, the quality of them and the way they are delivered are very important to us. We like to work with people who strive for better.

- You should comply with, and preferably exceed, all applicable quality related legislation and regulations, keeping suitable records.
- Aim to offer products or services to your clients and customers that go beyond their expectations.
- We like to work in partnership with others to develop and improve service levels, processes and products/services so that everyone can reap the benefits.

## Ethical and Responsible Behaviour

It is in everyone's interest to behave ethically and responsibly in business. We have our own Code of Ethics for Jennings which we are happy to share, just let us know if you would like a copy.

Below we outline our minimum (but not exhaustive) requirements:

- Work to all applicable fair trade, competition and fraud & bribery laws and regulations.
- Have a strategy in place for business continuity and disaster recovery. Have contingency plans in case of utility interruptions, equipment failure, employment shortages.
- Ensure equality, diversity and inclusion in your workplace.
- Do not accept bribery in any form - offering, giving, requesting or accepting any bribe, whether in the form of cash or any other advantage.
- Anti-modern slavery & human trafficking - we do not accept any form of exploitation and abide by the Modern Slavery Act (MSA) 2015. We ask that you also check that your suppliers comply.
- Treat others as you would want to be treated yourself.

## CONTACT US

We really appreciate your help and cooperation with this Guide. Please call or email us to talk about any questions or concerns you have.

**Talk to us:** 01865 893300  
**Email us:** [sustainability@jennings.co.uk](mailto:sustainability@jennings.co.uk)  
**Visit us:** [www.jennings.co.uk/sustainability](http://www.jennings.co.uk/sustainability)