



UDOC006 Supplier Code of Conduct

UniHaven place business ethics and corporate social responsibility at the forefront of all business dealings, including those with suppliers, both direct and indirect, recognising that they are key stakeholders in the success of the business. Not surprisingly, the College's requirements are very high; it expects suppliers to share the company's legal, ethical, and moral expectations and to be quality driven. This Code sets out these requirements and how the College expects your compliance with the same. In return, it strives to be a fair and honest partner, firmly believing that relationships built on trust and integrity will be sustainable and beneficial for all.

There are three areas where UniHaven would like your support and commitment with a minimum expectation being compliance with all applicable local and international legislation.

- Communications and Information
 - To only publicise programme information that has been pre-approved by the company in advance.
 - To maintain the accuracy of this information such that students only always receive current programme information.
- People and Community
 - To support and respect the protection of human rights within their areas of influence.
 - To prohibit all forms of modern slavery, including Forced Labour - Bonded Labour - Compulsory Labour - Child Labour.
 - To support the principles of Equality, Fairness, Inclusion and Respect when dealing with the recruitment and selection of employees.
- Governance and Compliance
 - To comply with all relevant Irish legislation and legalisation in countries where UniHaven operates as outlined in and implied from written agreements.



The College look to seek assurance that agents are working to expected levels in several different ways depending upon:

- The legislative requirements associated with the service you are providing.
- The source country of the services and the risk that poses.
- The level of spend.

Please note that the College may terminate an agreement with an agent who violates this Code or refuses, if asked, to take part in a remediation plan where issues have been identified. The College will also cease to deal with agents who do not demonstrate that they meet ethical and corporate social responsibility standards or compliance with relevant laws. Likewise, it looks to reward and recognise excellent performance and innovation with its agents.

The College will communicate the Code to all agents regularly. It will set up and monitor performance using one or more of the following methods:

- Direct communication and agent sign off.
- Specific contract clauses.
- Completion of a Supplier Code of Conduct questionnaire.
- Physical audit of promotional material, processes, and procedures.
- Third-party to Code of Conduct questionnaire assessment where required.

Please note site visits, if required, will be specifically agreed upon with both parties before commencement to demonstrate compliance and to provide transparency.