

# Supplier Values & Code of Conduct

Introduced March 2020



ManpowerGroup®



**ManpowerGroup believes that its values should be reflected and embraced by all of its business partners throughout the supply chain.**

ManpowerGroup's supplier values are to treat all suppliers with courtesy, honesty, integrity, impartiality and respect, through engagement, operational efficiency and professionalism. We have outlined our values to help us achieve this, and ask for our suppliers' commitment to do the same.

# ManpowerGroup Supplier Values

	ENGAGEMENT	OPERATIONAL EFFICIENCY	PROFESSIONALISM
MANPOWERGROUP	<ul style="list-style-type: none"> <li>• Allow access to recruitment requirements</li> <li>• Provide clear forecasts through touchpoints</li> <li>• Release detailed recruitment requirements in a timely and efficient manner</li> <li>• Provide a dedicated Programme Team using market leading technology with relevant points of contact for all interactions</li> <li>• Embrace feedback via supplier meetings, surveys and supplier days.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with our clients to provide timely candidate feedback from hiring managers</li> <li>• Endeavour to share regular performance</li> <li>• figures such as conversion rates, fulfilment rates and audit results</li> <li>• Identify other opportunities to suppliers that may be appropriate to support within ManpowerGroup</li> <li>• Encourage skills development with the contingent workforce.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote our and the client's diversity and inclusion policies and vision</li> <li>• Comply with all legislative policies impacting the contingent workforce</li> <li>• Follow rules and procedures set out by the client</li> </ul>
SUPPLIERS	<ul style="list-style-type: none"> <li>• Offer up-to-date market analysis and assist with RFI's and testimonials, when asked to support bids</li> <li>• Support client and ManpowerGroup brands to candidates and market</li> <li>• Engage with the Programme Team on all</li> <li>• recruitment needs, even when contacted directly by the client</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure on costs are in-line with statutory requirements and are fulfilled</li> <li>• Work within the parameters of the contract</li> <li>• Provide compliant and appropriate talent</li> <li>• Ensure candidates have the appropriate skills and attitude to match client demand</li> <li>• Be agile to meet client requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with all applicable discrimination laws and actively promote diversity and inclusion across recruitment activities</li> <li>• Enable your representatives to be aware of diversity and inclusion and its impact</li> <li>• Comply with all legislative policies</li> <li>• impacting the contingent workforce</li> <li>• Follow all rules and procedures</li> </ul>
TOGETHER	<p>Together, we will deliver a professional and efficient service to meet client requirements, and comply with all diversity and inclusion policies, while supporting our client in achieving the same. We will enable our clients to deliver their objectives, by conducting business openly and honestly, with courtesy and mutual respect. We will fulfil client relationships within agreed timescales, with high quality talent; and we will maintain a strong, impartial and honest relationship, to deliver a successful and valuable partnership.</p> <p>Please note: this is not a legal document; terms and conditions from the signed contract are applicable.</p>		

# Code of Conduct

## Our suppliers will:

- ✓ Respect the dignity and rights of their employees and place the highest priority on ensuring the safety of each other at work and the safety of others who might be affected by their activities;
- ✓ Seek to minimise so far as they reasonably can the impact of their activities on the environment;
- ✓ Comply with the law in the conduct of their business;
- ✓ Be honest in their dealings with those with whom they do or seek to do business;
- ✓ Strive to avoid even the appearance of wrongdoing or impropriety in the way they go about their business;
- ✓ NOT bribe or attempt to bribe anyone;
- ✓ NOT take bribes from anyone;
- ✓ Be diligent in selecting their business advisers and partners so that they minimise the risk of ManpowerGroup's reputation being damaged by others;
- ✓ Implement and observe appropriate training and procedures designed to ensure that they and others working for them understand what this Supplier Code of Conduct means for them in practice; and
- ✓ Treat seriously all breaches of this Code.

OUR SUPPLIERS SHOULD EITHER BE WILLING TO SUBSCRIBE TO OUR CODE OR HAVE EQUIVALENT STANDARDS AND PROCEDURES IN THEIR OWN BUSINESSES.



# Code of Conduct

## Employees

- ✓ All Employees shall be free to choose to work for their employer and to leave the company after providing reasonable notice.
- ✓ All Employees must be provided with a contract of employment which complies with local legislation.
- ✓ All employees must be treated in a fair and equal manner and with dignity and respect.
- ✓ Suppliers shall maintain a work environment which ensures non-discrimination on the basis of race, colour, sex, sexual orientation, religion, political opinion, social origin, or any other form of discrimination covered by national law and practice, such as age or disability.
- ✓ Non-discrimination mechanisms should not be set up in such a way as to prevent assistance to disadvantaged groups.
- ✓ Employees with the same qualifications, experience and performance shall receive equal pay for equal work.

## Health and Safety

- ✓ Local and national laws and regulations relating to health and safety should be complied with in all countries of operation.
- ✓ A healthy and safe working environment should be provided for all employees in accordance with international standards and national laws. Necessary precautions should be taken to prevent accidents and injury to health arising as a result of, associated with, or occurring in the course of the supplier's business activities.
- ✓ Adequate laws and regulations relating to health and safety should be in place, which are either provided to, or accessible by, all employees. Appropriate training on health and safety should be provided to all employees.

## Anti-Bribery and Corruption

- ✓ All anti-bribery and anti-corruption laws applicable to your business must be complied with including, where applicable, the UK Bribery Act 2010. Suppliers must maintain a policy that prohibits and procedures that prevent:
  - ✓ Any offer, promise, gift or solicitation of an advantage as an inducement or reward to a person for the improper performance of that person's position or as an attempt to influence a person in that person's capacity as a public official, and;
  - ✓ Participation in any other form of corrupt practice (such as theft, fraud, conspiracy to defraud, blackmail, participation in a criminal organisation and money laundering) under any circumstances.

# Code of Conduct

## Environmental and Social

- ✓ Applicable local and national laws and regulations relating to the protection of the environment should be complied with in all countries of operation.
- ✓ Business operations should be managed in line with industry best practice standards and in a responsible and sustainable manner.
- ✓ Any negative impact on the environment should be continuously reviewed and reduced, including aiming to reduce the suppliers carbon footprint and, where possible, encouraging recycling and the use of recycled materials.
- ✓ Employees should be educated and encouraged to reduce their impact on the environment whilst at work.
- ✓ Suppliers to strive to improve the communities within which they operate.

## Modern Slavery

- ✓ ManpowerGroup is an international company and we are committed to conducting our dealings, with the utmost integrity. We are committed to the protection of human rights and comply with all national laws of the jurisdictions in which we operate. We respect all international treaties including the United Nations Declaration on Human Rights and the UK Modern Slavery Act 2015. Modern Slavery considerations are included as part of our risk management and supplier selection processes and we will continue to review our approach to training our employees and ascertaining risks in regards to the prevention of modern slavery. We will also review how we align with our suppliers on these issues.
- ✓ We expect our suppliers and extended supply base to comply with this legislation.
- ✓ Where it is discovered that there has been a breach of the above, or any other relevant declarations and legislation, we will take all necessary steps to mitigate any impact.

## Human Rights

- ✓ Suppliers should have in place a policy recognising and protecting the human rights of their employees, suppliers and business partners.

## Diversity and Inclusion

- ✓ At ManpowerGroup, we are committed to closing the gender gap and creating a culture of conscious inclusion where everyone is invited in and all opinions are valued. We are proud to nurture an inclusive environment in our own organisation, and that of the clients we serve.
- ✓ Suppliers must respect diversity and not unfairly discriminate against people.
- ✓ Establish working practices that safeguard against any unlawful or unethical discrimination.
- ✓ Treat all clients and candidates with dignity and respect, and provide equal employment opportunities, based on qualifications and experience.