

## Supplier Code of Conduct

The National Film and Television School (“NFTS”) strives to work with suppliers or supplier’s sub-contractors (the “supplier”) who treat their workers with dignity and respect, adhere to applicable laws and regulations, and make their products or provide services or works in an environmentally sustainable manner. It is NFTS’s policy to request our suppliers to respect the principles of our Supplier Code of Conduct and adopt practices which comply with it. We expect our suppliers undertake to commit to the following requirements:

### Employment Practices

- The supplier must comply with all employment laws applicable to its business.
- The supplier must make no use of forced or compulsory labour.
- The supplier must comply with national law and regulations regarding working hours, wages, benefits and written employment conditions.
- The supplier must not discriminate unlawfully in its employment decisions based on: age, disability, race (including colour, nationality, ethnic group), religion or belief, sex, sexual orientation, trans gender, pregnancy or maternity, marriage or civil partnership, trade union membership or political affiliation.
- The supplier shall not treat its workers in an inhumane or harsh way including harassment, bullying, physical or verbal abuse or other forms of intimidation.

### Environmental

- All waste materials and production by-products should be disposed of properly and in an environmentally responsible manner.
- All local laws and regulations must be met and operations conducted in a manner that conserves resources.
- We expect our suppliers to share our commitment to a clean and safe environment.
- We encourage initiatives to reduce the impact on the environment, particularly through the use of environmentally-friendly technologies.
- The supplier should be able to provide information to the NFTS, if requested, around Environmental activity, Carbon reduction, and efficient use of limited resources.

### Health & safety

- Suppliers must provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities.
- Provide employees with health and safety training appropriate for their industry.

### **Information Security and Data Protection**

- It is essential that suppliers safeguard the integrity and security of all information and data received in the course of doing business with the NFTS and comply with applicable data protection legislation and implement industry accepted good security standards and regulations.
- All such information and data must be kept confidential and protected from any unauthorised access, destruction, use, modification and disclosure, through appropriate organisational and technical controls.
- Suppliers must inform the NFTS IT team ([it.support@nfts.co.uk](mailto:it.support@nfts.co.uk)) immediately if they become aware of any cyber security and/or data privacy incident that affects or has the potential to affect the School or the data of its staff or students, and cooperate fully in any investigation.

### **Ethics and Integrity**

- The supplier must not offer or give, any gift or consideration of any kind as an inducement or reward for doing or refraining from doing or for having done or refrained from doing, any act in relation to the obtaining of any contract with NFTS, or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any such other.
- The supplier must comply with all anti-bribery and anti-corruption laws applicable to our business, including the Bribery Act 2010 and the Prevention of Corruption Act 1889 to 1916.

### **Conflicts of interest**

- Suppliers must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work with the NFTS.
- Suppliers should not act or take decisions in order to gain financial or other material benefits for themselves, relatives, friends, and close associates, other than payment from the NFTS for goods or service for which they are contracted.
- Suppliers must declare any conflicts of interest as soon as they are known.

NFTS reserves the right to request details of how you comply with this Supplier Code of Conduct and expects you to apply the principles of the Code with your supply chains.