

# Aurora

## Supplier Code of Conduct

### About Us

The Aurora Group was established in October 2015 and is an innovative provider of education, care and support for children, young people and adults with special educational needs and disabilities and have a growing number of schools, colleges and homes across the UK.

Our shared commitment across the group is to maximise opportunities for each individual to fulfil their potential, by making the most of their talents and creating outcomes that suit their unique set of skills and abilities.

We work in partnership with each child, young person and adult to deliver personalised education, care and support which meets each individual's needs and aspirations.

### Our Mission

To provide innovative, high quality education, care and support, enabling all children and young people to thrive and fulfil their aspirations.

### Our Values

There are 5 core values that underpin the way Aurora operate, these are:

Caring, Ambitious, Collaborative, Trusted and Innovative.

### Group Procurement

The Aurora Group procures goods, services and works contracts to support our operational areas.

This Supplier Code of Conduct has been established to set out the ethical principles the Aurora Group expects all suppliers to commit to when they are engaged to work with the Group.

Suppliers are responsible for ensuring that they, their staff and any sub-contractors (who are supplying the Group) comply with the principles set out in this document in order to provide a quality service to us and our students.

This Code of Conduct shall form part of any contract entered into by the Group and compliance with it shall be a binding obligation on each supplier.

### Legal, regulatory and ethical standards

The Group requires all of its suppliers to comply with all applicable laws, regulations and standards.

### Contacting the Group

Prior to visiting any of the Group's premises, please contact us to make an appointment.

### Equality and diversity

We expect your organisation to be as passionate about equality and diversity in the workplace as us.

## **Diversity**

As a provider of a range of diverse services, we ask that you do not make assumptions about what people want, but recognise and respond to their individual needs.

## **Respect**

We expect that you and your employees will respect the identities and cultures of our employees, students, customers and communities.

## **Non-discrimination**

We expect your organisation to have a strong anti-discriminatory attitude with clear disciplinary processes should there be an issue in regards to harassment or bullying. Any serious allegations of this behaviour will result in a request for the immediate removal of your employee(s) from working with the Group.

## **Compensation and working hours**

We expect you to support equal pay for work of equal value and comply with national laws and regulations regarding working hours, minimum wages and benefits.

## **Communication**

We expect honest and transparent communications allowing for people's needs, language and literacy.

## **Modern Slavery Act 2015**

You will comply with the obligations set out in this Act. All suppliers are expected to commit to having a slavery-free supply chain, with all endeavours being made to ensure this. Those with a turnover of £36 million or above are obliged to produce and publish a slavery and human trafficking statement each financial year.

## **Health, safety and well-being**

All of the Aurora Group's suppliers and contractors must comply with health and safety legislation relevant to the extent of the works or goods supplied. We expect suppliers and contractors to provide all their employees and others under their control with appropriate training, instruction, information, personal protective equipment, and a safe working environment. Any contractor working on behalf of the Group must also meet all specific requirements detailed in their contract.

## **Staff and Student safety**

We take our responsibilities to ensure the safety of our staff and students seriously. In all cases when suppliers and contractors are carrying out works that may impact on staff and student safety they will be expected to communicate with local staff, put measures in place to enhance safety, and be considerate of our staff and student's needs.

## **Fire safety**

The Aurora Group is committed to ensuring that its supply chain positively impacts on standards of fire safety in its premises. All of the Aurora Group's suppliers and contractors must comply with applicable legislation in relation to premises and product fire safety standards and provide evidence of compliance on request.

## **Business continuity planning**

As our supply chain is integral to the services we provide it is essential that our suppliers have robust business continuity plans in place to protect their operations as far as possible, should any disruption to their business occur (for example natural disasters, terrorism, software viruses, illness and infectious diseases).

## **Community benefits**

The Aurora Group is committed to helping create vibrant and sustainable communities. We take a long-term view of our involvement in an area or community and want to maximise the opportunities for our suppliers to work with us and support these goals.

We actively encourage our suppliers to create employment and training opportunities through apprenticeships and work experience, and to consider broader social value contributions that include financial charitable contributions, materials and resources.

## **Honesty and integrity**

Honesty and integrity are core to the way the Group conduct themselves. We expect our suppliers to operate with honesty, integrity and transparency in all business activities, complying with relevant legislation such as the Bribery Act 2010 and Money Laundering Regulations 2017. Suppliers may not offer services, gifts or benefits to Group employees or their families.

## **Whistleblowing**

The Group respects the right of our staff, students, contractors and other stakeholders to raise concerns about possible wrongdoing within the organisation. We encourage individuals to raise concerns through responsible whistleblowing to either your local contact or HR Services. We will act to investigate the concerns without discriminating against the whistle-blower.

## **Open and fair competition**

The Aurora Group complies with competition legislation. We believe in open and fair competition and expect our suppliers to do the same. Suppliers must not engage in anti-competitive practices including price fixing, bid rigging or blacklisting.

## **Data Protection Act 2018**

The Group expects its supply chain to protect all data that we provide to them in the course of business, to an appropriate standard as not to cause the Group to lose compliance or regulation through a deliberate act, negligence or ignorance. Personal, sensitive or confidential information must not be disclosed to a third party (either by accident or deliberately) without our prior agreement and must be handled according to current, relevant legislation, for example PCI DSS, DPA 2018, Caldicott Principles.

## **Cyber security**

We expect all our suppliers to obtain a minimum of Cyber Essentials accreditation or higher to ensure that their own systems and supply chain are as secure as possible.

## **Prompt payment**

The Group strives to pay all invoices within 30 days of acceptance of a correct and valid invoice and expects its suppliers to do the same.

## Environmental

The Group will work with its suppliers to protect the natural environment and reduce the amount of damage its operations cause wherever possible.

Suppliers should minimise any potential impact on the environment when supplying goods and services to us. As a minimum, we expect our suppliers to comply with all local and national environmental legislation, regulations and directives to protect and improve the environment.

We expect suppliers to avoid the use of toxic substances, but if there is no alternative available, we would expect our suppliers to ensure safe handling and safe disposal by following all environmental legislation.

## News Media Inquiries

Suppliers must not instigate any form of publicity or make any statement or submission to the media or other organisation referring to the Aurora Group without first obtaining prior written permission from us.

If you have any concerns that something is not consistent with this Code, please inform us.

By signing this document, you confirm your agreement and acceptance of the Aurora Group's Supplier Code of Conduct and we reserve the right to verify the supplier's compliance with the Code. In the event that we become aware of any actions or conditions not in compliance with the Code we reserve the right to request corrective actions or terminate an agreement with any supplier.

<b>Company:</b>	
<b>Registered Company Number:</b>	
<b>Supplier's Authorised Representative Signature:</b>	
<b>Print Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

If you have any queries, or for further information, please contact:

**Group Procurement  
The Aurora Group  
Twigworth Court Business Centre  
Tewkesbury Road  
Gloucester  
GL2 9PG**

Or by email: [procurement@the-aurora-group.com](mailto:procurement@the-aurora-group.com) or by telephone: **02036 170 172**