

## Suppliers' minimum requirements

Quiet Company values the importance of strong open relationships with our partners and suppliers. We encourage a diverse supply chain and actively choose to work with companies that align to our ethics and values.

Your suitability to become a supplier to Quiet Company will typically be managed through an open and fair selection process, sometimes as part of competitive process. Regardless of procurement approach, there is a set of minimum requirements that we expect all of our suppliers to meet where evidence may be requested. If you are a smaller company, we will always take a reasonable approach so that you are not disadvantaged, and we can maintain our commitment to engaging with all sizes of companies in a fair and transparent manner.

### Quiet Company's minimum supplier requirements include:

#### Insurance

You or your company must have current business insurance relevant to the value and risk of the goods and or services being provided. Quiet Company expects you to hold the following insurances:

- Public and Product Liability
- Employer's Liability
- Professional Indemnity
- Cyber and Data Insurance

#### Health and Safety

You or your company complies with the Health and Safety at Work etc., Act 1974, and has not been served with any improvement or prohibition notices by an enforcing authority or been prosecuted for breaches of any health and safety legislation in the last 3 years.

#### Equalities and Inclusion

You or your company complies with the Equality Act 2010, and that in the last three years your company has not been the subject of formal investigation by the Equality and Human Rights Commission on grounds of alleged unlawful discrimination or has any finding of unlawful discrimination been made against your company by any court or tribunal.



## **Sustainability/ Environmental**

You or your company has a Sustainability Policy and that in the last 3 years your company has not been prosecuted for breaking any UK/EU environmental law or had a notice served on it by an environmental regulator or authority.

## **Privacy and Data Protection**

You or your company complies with the Data Protection Act 2018, the General Data Protection Regulation (GDPR), and in the last three years you or your company has not been the subject of formal investigation by the Information Commissioner's Office (ICO) or had any findings of unlawfulness or action (enforcement notice, undertaking, prosecutions, fines, audits, advisory visits or an overview report, etc.) been made or taken against your company by the ICO.

## **Quality Assurance**

It is desirable for you or your company to hold an ISO 9001 or have an equivalent Quality Assurance System.

## **Business Practices**

You are able to provide a copy of your accounts for the last two years, or Audited accounts where required by the Companies Act.

You are open and transparent regarding your financial situation and current trading activity with Quiet Company, so as not to pose us unnecessary risk.

You or your company are not in a state of administration, bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors.

In the last 7 years you or your company has not been convicted of a criminal offence related to business or professional conduct.

In the past 5 years you or your company has not been convicted anywhere in the world of: participation or conspiracy in a criminal organisation corruption, bribery, terrorist offences, fraud, child labour or human trafficking, drug trafficking, or sexual offences.

You or your company have fulfilled their obligations related to payment of taxes and/or social security contributions and will provide copies of any tax documentation that is required

You or your company have the relevant licences or membership of an appropriate organisation to carry out your business where required by law.

You or your company only employ staff who are legally eligible to work in the UK.

## **Conflict of Interest Issues**

That there are no circumstances that could constitute a conflict of interest with Quiet Company and your company, e.g. serve as an officer or director, or having ownership interest in your company.

## **Modern Slavery Act 2015**

Quiet Company has a commitment to abolishing Modern Slavery in our supply chain and welcomes the commitment of our supplier to do the same.

If you are over the legal threshold of £36m, we would also require your company to comply with the provisions of the Modern Slavery Act 2015.

## Settlement Goods

Quakers have a long history of working for peace, including in Israel and Palestine. In light of this experience, we will not knowingly purchase products or services from the Israeli settlements in the West Bank or from organisations that profit from the occupation of Palestine. The settlements are illegal under international law. Quakers consider that this policy is a nonviolent move for peace for Israelis and Palestinians.

## Values / Cultural fit

We expect our suppliers to adhere to the Ethical Trading Initiatives base code.

<https://www.ethicaltrade.org/>

- Freedom of Labour – that no forced, bonded or involuntary prison labour is used in the supply chain of your product or service
- You provide safe and hygienic working conditions for your people
- That Child labour shall not be used
- You are a Living wage employer
- Working Time Directive
- Provision of regular employment on the basis of a recognised employment relationship
- No harsh or inhumane treatment is allowed

The following five principles, which are the product of Quaker spiritual leadings, inform how Quiet Company operates:

- Truth and integrity;
- Justice, equality and community;
- Simplicity;
- Peace; and
- Environmental sustainability.

If you would like to register an expression of interest to do business with us, [please complete the form available here.](#)

*By registering your company on this list, does not constitute an expressed or implied contract or offer to work with us.*