

## APPENDIX B

### Amnesty International International Secretariat

## Supplier Code of Conduct

Amnesty International is committed to ensuring that its mission and values are reflected in its approach to buying goods and services. In addition to complying with all applicable statutory and legal requirements, Amnesty International's suppliers<sup>1</sup> must comply with the human rights, labour and environmental standards set out in this Code as an absolute minimum, and take reasonable steps to ensure that those with whom they have a business relationship do likewise. Amnesty International reserves the right to terminate its relationship with a supplier in the case of breach of this Code. Amnesty International keeps this Code under ongoing review and may amend or add to this Code at any time.

### 1. Overall Statement of Human Rights Compliance

- Suppliers must respect the rights set out in the International Bill of Human Rights<sup>2</sup>
- Suppliers must also respect the fundamental labour rights set out in the eight International Labour Organisation core conventions. Key principles of these conventions as they relate to working practices are set out within the Ethical Trading Initiative Base Code, in summary as follows:<sup>3</sup>
  - employment is freely chosen
  - freedom of association and the right to collective bargaining is respected
  - working conditions are safe and hygienic
  - no child labour
  - living wages are paid
  - working hours are not excessive
  - no discrimination is practised
  - regular employment is provided
  - no harsh or inhumane treatment

### 2. Specific Human Rights Compliance

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<sup>1</sup> any company, organisation or person involved in supplying goods or services to AI's International Secretariat on a contractual basis, including consultants (but excluding employment relationships).

<sup>2</sup> consisting of the Universal Declaration of Human Rights and the main instruments through which it has been codified (the International Covenant on Civil and Political Rights and the International Covenant on Economic, Social and Cultural Rights); for a list of these rights see: <http://www.un-documents.net/a3r217.htm> or [http://www.hreoc.gov.au/education/hr\\_explained/5\\_international.html](http://www.hreoc.gov.au/education/hr_explained/5_international.html)

<sup>3</sup> the full code is available at [www.ethicaltrade.org](http://www.ethicaltrade.org); Amnesty refers to this code for guidance purposes and emphasises that they represent basic minimum standards only

**Suppliers must:**

- take reasonable steps to ensure that they do not profit directly or indirectly from the exploitation of child labour or that of other vulnerable groups, from bonded labour, indentured labour or any other form of servitude
- take reasonable steps to ensure that any goods that they produce, trade or deal in are not, and have not been, implicated in human rights abuses by military, security or police forces or other state agents or by non-state actors, including equipment which may be used in relation to the death penalty
- not cause or contribute to the commission of serious human rights abuses, whether by state agents or by non-state actors, including torture, cruel, inhuman or degrading treatment, and gross abuses amounting to crimes under international law including war crimes and crimes against humanity<sup>4</sup>

**3. Statement of commitment by Suppliers**

- Suppliers must exercise human rights due diligence – that is take reasonable steps and make good faith efforts – to avoid causing or contributing to any adverse impact on human rights
- Suppliers must demonstrate an on-going commitment to respect human rights and, appropriate to their size and circumstances, have in place policies and processes that enable them to identify, prevent, mitigate and remedy any actual or potential adverse human rights impacts on individuals, communities or society they cause or contribute to through their activities and relationships
- Suppliers must disclose to Amnesty International information on human rights abuses that has come to their attention both in respect of themselves and along their supply chain, including the names of suppliers associated with these risks, and any risk management plans that have been put in place. Such information must be provided both before contracting with Amnesty International, and during the contractual relationship, and within 14 days of the information having come to the supplier's attention

**4. Environmental Standards**

Amnesty International strives to reduce its use of energy and other non-renewable resources by complying with the following principles; as part of this effort Amnesty International will give preference to suppliers who do likewise:

- Keep waste to a minimum and work to the maximum reduce, re-use and recycle
- Minimize the use of substances hazardous to health or the environment and responsibly manage hazardous waste
- Avoid unnecessary use of materials and use recycled materials and materials from sustainable and local sources where possible

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<sup>4</sup> and other such crimes; in situations of armed conflict suppliers should respect the standards of international humanitarian law.

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- Maximise efficient energy use and minimise harmful emissions

## **5. London Living Wage**

Amnesty International is a Living Wage employer. As such, it is required to ensure that contractors also pay the London Living Wage. Suppliers must therefore pay all employees based in Greater London a minimum of the London Living Wage.

Further details are available at <http://www.livingwage.org.uk/>