



# CHANNEL 4 SUPPLIER CODE OF CONDUCT

June 2018

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## OUR PUBLIC SERVICE REMIT

Everything that Channel 4 does is governed by our public service remit, which is agreed by Parliament and enshrined in legislation. It is the template that gives us our unique and important role in British life. The remit makes up a core part of Channel 4's DNA.

Our public service mission is to champion unheard voices, to innovate and take bold creative risks, to inspire change in the way we lead our lives, and to stand up for diversity across the UK.

In fulfilling our remit, Channel 4 aspires to the highest standards of ethics, honesty, and integrity in all its activities, and to comply with all relevant legislation at all times.

We rely on a large number of third party suppliers of programmes, as well as of other goods and services. But we also expect suppliers to be in line with our principles and values.

Our content reaches almost all of the population of the UK. Our reputation is essential to our success, and we depend on our staff, and those who we do business with to help us continue to succeed.

Contractually, we require our suppliers to comply with all applicable legislation.

This Code of Conduct goes further, and sets out summaries of minimum standards of behaviours that all third parties are expected to follow when carrying out their work for Channel 4.

We expect all of those we do business with to have in place and use appropriate systems to implement and enforce compliance with this Code of Conduct.

We reserve the right to investigate against this Code of Conduct. In cases of non-compliance, we reserve the right to take appropriate action.

## OUR SUPPLIER CODE OF CONDUCT

### Summary of principles

The following is a list of key areas where we expect suppliers to adhere to our standards:

#### Your Workplace

##### Dignity at work

Channel 4 expects you to select, promote and remunerate your people on the basis of their qualifications and merit, without discrimination or concern for age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

##### Harassment, bullying, and the abuse of power

Channel 4 does not tolerate harassment, sexual harassment or bullying, discrimination or offensive behaviour of any kind, which includes the persistent demeaning of individuals through words or actions, and the display or distribution of offensive material. Channel 4 expects those we do business with to have relevant guidance and policies in place to prevent and deal with harassment and bullying in the work place, and to act on those policies.

##### Compensation

Compensation paid to employees, workers, freelancers and those in work experience, and interns must comply with all applicable wage and tax laws, including equal pay. Channel 4 is committed to taking action to reduce its reported gender pay gap (GPG). Where its suppliers report GPG, Channel 4 expects them to put plans in place to address this.

##### Diversity

You are expected to familiarise yourself with Channel 4's diversity policies – including the 360° Diversity Charter – and to be guided by those principles in all your activities. If you are a Producer you should be aware of and participate in Project DIAMOND.

##### Children

Due care must be taken over the physical and emotional welfare and the dignity of all people, including those under 18, who take part in or are otherwise involved in your business.

##### Conflicts of interest

A conflict of interest could damage Channel 4's integrity, independence and standards. Channel 4 requires those we do business with to have policies in place to deal with such conflicts to ensure they are handled appropriately and do not impact on the legitimacy of decision making.

##### Hospitality, entertainment and gifts

The exchange of hospitality, entertainment and gifts can build goodwill in business relationships, but some gifts and entertainment can create improper influence (or the appearance of improper influence). We do not expect our suppliers to engage in such activity or to offer or receive any items of personal inducement to secure business.

##### Health and safety

You are expected to adopt a proactive, co-operative attitude towards the health, safety and security of your employees, customers and suppliers, and others working at or visiting your property.

#### Your dealings with others

##### Corporate responsibility

You must carry out your operations in a socially and environmentally responsible manner. Your employees and suppliers are required to conduct their operations in compliance with applicable legislation.

##### Bribery and improper payments

You must not condone, under any conditions, the offering, giving or receiving of bribes or inducements. In addition, you will not permit intermediaries, agents, subsidiaries, joint ventures or any other third party performing services on your behalf to engage in such conduct.

##### Money laundering

Money laundering is the criminal practice of filtering money which has come from illegal activities through a series of transactions in order to give it the appearance of being from legitimate sources. You must not engage in money laundering practices.

##### Modern Slavery

You must take a zero tolerance approach to slavery, servitude, forced or compulsory labour, or human trafficking ('human slavery'), within your own organisation or within your supply chain.

#### How you use information

##### Data protection

You must have policies and procedures in place for protecting consumer, client and employee data in accordance with national laws and industry codes, including the General Data Protection Regulation (GDPR).

##### Social Media

We expect you to use social media responsibly, to separate the personal from the professional, and to seek approval from us should any of your content connect your company to Channel 4.

##### Confidential information and inside knowledge

You are required to keep confidential information and inside knowledge to a limited number of persons and within your organisation.