

The Guardian Sourcing Policy

This policy is to be read in conjunction with the Guardian's Sourcing Values which can be viewed on the corporate reports and policies on our [website](#).

The Guardian was founded in the roots of the social justice movement in 1821. Our journalism sets the standards by which we run our organisation. We expect anyone who works for or with the Guardian to be fair and honest and to protect the vulnerable and the voiceless within their organisation and supply chains.

The Guardian is committed to international standards and guidelines. These include the United Nations (UN) Declaration of Human Rights (www.un.org); the UN Convention on the Rights of the Child (www.un.org); the International Labour Organisation (ILO) eight Fundamental Conventions (www.ilo.org) and the UN Global Compact principles (www.unglobalcompact.org).

As a minimum, suppliers to the Guardian must comply with applicable legislation and regulations for the supply of the goods or services concerned, and be aware of the associated risks to human rights. They must have policies, processes and procedures in place to identify and remedy any breaches. Failure to remedy a breach may result in the Guardian terminating the relevant contract with immediate effect.

All workers working in the Guardian supply chain should be treated fairly and have their human rights respected. Suppliers must have a grievance process for workers to raise concerns. All concerns must be reviewed and dealt with promptly and by the appropriate level of management. Workers should also be able to raise concerns anonymously.

The Guardian will not tolerate any form of child labour within our own organisation or our supply chain. We use the UN's definition of child labour: Work for which the child is either too young – work done below the required minimum age – or work which, because of its detrimental nature or conditions, is altogether considered unacceptable for children and is prohibited. We expect all suppliers to comply with this definition.

The Guardian will only work with suppliers who comply with data protection law. Everyone has the right to privacy and to know and control how their information is being used. We expect our suppliers to meet all existing legislation regarding data privacy and to be open and honest with their users.

The Guardian wants to work with suppliers who are actively reducing their contribution to the climate crisis and supporting those most at risk from its effects. This means respecting and caring for the environment to support and protect natural ecosystems, protecting human health from pollution and extreme weather events and giving everyone fair access to resources. We want to work with suppliers who are actively reducing their reliance on fossil fuels and supporting those most at risk from the effects of the climate emergency.

References in this document to “the Guardian” and “we” are to Guardian Media Group plc and its subsidiaries from time to time, including, in particular, Guardian News & Media Limited, GNM Australia Pty Ltd and Guardian News & Media LLC.

Where a Guardian company is based outside of the UK, and this document refers to any UK or EU law or policy, the local law equivalent of the country in which the Guardian company is based will apply instead. If there is no local law equivalent, the UK or EU law or policy will continue to apply.

Mandatory requirements for suppliers to the Guardian

All workers, regardless of being employed on a temporary, casual or permanent basis must:

- Receive written employment contracts
- Be paid UK Government Living Wage, if based in the UK. At least the legal minimum wage outside the UK
- Receive equal pay and conditions for the same type of work, regardless of gender
- Be able to join or form associations of their own choice and bargain collectively. Workers must not be discriminated against based on their membership of an association or trade union

All workers must not:

- Be on contracts that seek to undermine legal benefits or job security (including redundancy and dismissal), for example exploitative zero hours contracts
- Be forced to work; employment must be chosen freely
- Exceed the maximum weekly working hours, as published on [Gov.UK](#)
- Be treated unfairly because of their race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation or any other category protected by any applicable law
- Have any restrictions placed upon their freedom of movement by their employer.

Suppliers must:

- Meet all existing international and national legislation and regulations regarding health and safety ([including modern slavery](#)), the ILO fundamental principles and rights at work and the [EU Working Time Directive](#) or equivalent
- Take measures to prevent illegal conduct such as corruption and bribery, tax evasion, modern day slavery and other human rights violations within their business and supply chain
- Meet all existing international and national legislation and regulations regarding corporate and financial conduct, anti-corruption and taxation. These include the US Foreign Corrupt Practices Act and the UK Bribery Act, and the related principle adopted in the [United Nations Global Compact](#), which provides that: business should work against corruption in all its forms, including extortion and bribery
- Comply with data protection law
- Provide the Guardian with the data we require to conduct our annual carbon reporting. At a minimum this includes providing data on scope 1 & 2 emissions (as defined by the [GHG Protocol Corporate Accounting & Reporting Standard](#)) and an estimate of what % of the supplier's sales the Guardian accounts for
- Abide by all existing international and national legislation and regulations regarding the protection of the environment.

This Sourcing Policy covers the Guardian's minimum requirements of its supply chain but it should be read in conjunction with the [Guardian Sourcing Values](#) document and the [GNM Privacy Policy](#).

If you would like more information please email procurement.team@theguardian.com