



Supplier Minimum Requirements

Independent Age 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.

An organisations suitability to become a Supplier to Independent Age will typically be managed through an open and fair selection process, sometimes as part of competitive selection. Regardless of procurement approach, there are a set of minimum requirements that we expect all our Suppliers to meet where evidence may be requested. With smaller companies, we will always take a reasonable approach so that they are not disadvantaged, and we can maintain our commitment to engage with all sizes of companies in a fair and transparent manner.

Our minimum requirements are:

Insurance

Independent Age insurances levels are as below;

- Public and Product Liability (£10m)
- Employer's Liability (£10m)
- Professional Indemnity (£5m)
- Cyber and Data Insurance (£2m)

Depending on the nature of the product of service being provided to Independent Age, we expect the Supplier to hold the applicable insurance at an appropriate level to protect Independent Age.

Health and Safety

The Supplier 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

The Supplier complies with the Equality Act 2010, and that in the last three years has not been the subject of a 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 the organisation by any court or tribunal.

Privacy and Data Protection

The Supplier complies with the Data Protection Act 2018, and that in the last three years has not been the subject of a formal investigation by the Information Commissioner's Office (ICO) or has any finding of unlawfulness or action (enforcement notice, undertaking, prosecutions, fines, audits, advisory visits or an overview report, etc.) been made or taken against them by the ICO.

Quality Assurance

The Supplier holds ISO certification or can demonstrate application of a similar quality framework that is appropriate and relevant.

Business Practices

The Supplier can provide a copy of their accounts for the last two years, or Audited accounts where required by the Companies Act.

That Independent Age are not the source of 25% or more of the Suppliers current trading income.

The Supplier is not in a state of administration, bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors.

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

In the past 5 years that the Supplier 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.

That the Supplier has fulfilled their obligations related to payment of taxes and/or social security contributions and will provide copies of any tax documentation that is requested of them.

That the Supplier has the relevant licences or membership of an appropriate organisation to carry out their business where required by law.

That the Supplier complies with the Immigration, Asylum and Nationality Act 2006 and 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 Independent Age, e.g. serve as an officer or director, or having ownership interest in the proposed company.

Modern Slavery Act 2015

That the Supplier complies with the provisions of the Modern Slavery Act 2015.

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 the product or service

- Provide safe and hygienic working conditions for their people
- Child labour shall not be used
- Are a Living wage employer
- Observe the Working Time Directive
- Provision of regular employment on the basis of recognised employment relationship
- No harsh or inhumane treatment is allowed

Expression of Interest

If you are a Supplier and would like to be considered to provide good or services to Independent Age [please complete the form available here](#)