

CLEAN

LINEN & WORKWEAR

Part of the  
**ALSCO**  
family



# Clean Linen Services - Suppliers code of conduct





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# Purpose

*The purpose of this code of conduct is to ensure that all supply chain partners are aligned with CLEAN's standards in relation to-*



**Ethical behavior:** Ensure that suppliers adhere to the highest standards of integrity, transparency, and fairness in their business practices.

**Compliance:** Help suppliers comply with relevant laws and regulations, including labour laws, environmental and anti-corruption regulations.



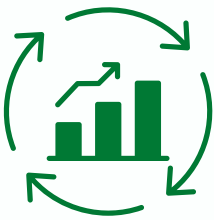
**Protect human rights:** Safeguard the rights and well-being of workers by prohibiting forced labour, child labour, discrimination, and by promoting fair wages and safe working conditions.

**Sustainability:** Promote environmentally responsible practices, such as reducing waste, reducing the emission of GHG, conserving resources, and minimising environmental impacts from business activities.



**Enhance supply chain transparency:** Foster transparency and accountability in the supply chain, ensuring that suppliers' operations are visible and verifiable.

**Mitigate risks:** Reduce operational and reputational risks by ensuring that suppliers practices align with Clean Linen Services values and standards.



**Support continuous improvement:** Encourage suppliers to continuously improve their practices and align with our evolving standards and expectations





Obtaining accreditation adds credibility, operational efficiency, cost savings, improved risk management, compliance and customer satisfaction.

# Standards & Accreditations

**CLEAN Linen Services encourages all linen and workwear suppliers to hold or be actively pursuing the below accreditations**

The audit helps understand standards of labour, health and safety, environmental performance, and ethics at a supplier site. Due to our raw material suppliers global locations, Sedex registrations provides our UK distributors the security that on the ground independent audits have been performed, documented and follow up, covering all the key aspects of sustainability, website : [www.sedex.com](http://www.sedex.com)



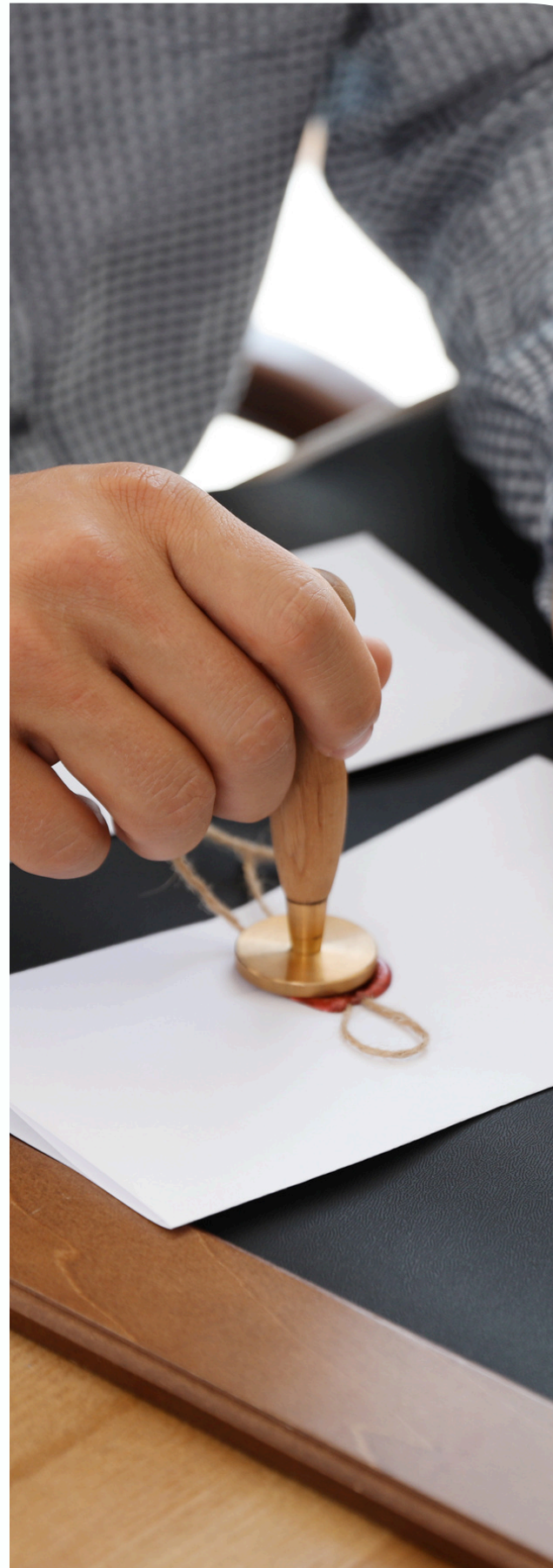
The Better Cotton Platform provides traceability of the origin of the cotton and cotton farm. This is important as this ensures the direct investment derived from the BCI premium supports farmers in driving sustainability improvements and increasing their yields. The system operates on a change of custody where credits are passed along the supply chain for the amount of BCI cotton content., website : [www.bettercotton.org](http://www.bettercotton.org)



The garment label gives piece of mind to the consumer that the materials used have been produced in a sustainable manner under socially responsible conditions. Base raw materials are traceable and tested for harmful substances and the use of genetically modified organisms, to provide both better working conditions and a healthier planet. website : [www.oeko-tex.com](http://www.oeko-tex.com)



**CLEAN encourage all suppliers to consider / pursue Sedex / ecovadis / b Corp and any textile suppliers should also be looking at BCI / OEKO Tex**





# Sustainability

## Sustainability Requirements



Supply chain partners are expected to consider the environmental impact their goods or services have on the environment and the wider environmental impact passed up and down the supply chain.

**CLEAN requires the following to be in place / being worked towards with the aim to achieve by the end of 2026**

***Environmental or sustainability policy*** must be in place, reviewed and signed annually by the MD, CEO or equivalent

***Sustainable procurement policy*** must be in place reviewed and signed annually by the MD, CEO or equivalent

***Responsible and accountable person*** in place to manage, monitor and drive environmental compliance

***Formal monitoring*** must be undertaken of energy, waste and water associated with your process

***Procedures must be in place*** to ensure all goods and services are manufactured and supplied in an safe, environmentally and sustainable manner

***All hazardous*** products must be controlled, stored and managed in compliance with relevant local legislation of country of origin I.e. REACH, COSHH to prevent any personal or environmental incidents.

***Documented plan*** must be in place to communicate progress towards sustainable development goals (SDGs)

***Co2 Considerate Transport.*** We ask all suppliers to deliver goods and services to Clean Linen Services sites by the most eco friendly yet practicable manner ensuring Co2 is kept to a minimum

***Single use plastics.*** We ask all suppliers to work closely with Clean Linen Services to transition away from single use plastics following the ongoing reduction of all packaging in line with WRAP's plastic pact. We expect packaging data to be provided in a form suitable for validation and use by our reporting partner (Valpak)

Supply chain partners are anticipated to evaluate the environmental effects of their goods or services and the broader environmental impact transmitted throughout the supply chain.

CLEAN mandates that suppliers comply with the following requirements by 2026.

# Sustainability



## **Future Requirements** of suppliers (Achieved by end of 2026)

### Ability to *provide scope 3 data*

Continuous data driven process must be demonstrated and evidenced to **reduce the co2 footprint** of products and services provided to CLEAN

Continuous data driven process must be demonstrated and evidenced to **reduce scope 3 emissions**

Documented and regularly reviewed policies must be in place in relation to **biodiversity and the promotion of sustainable consumption**

Formal **monitoring of all energy, waste and water**

**Training** to be imbedded into your business and delivered to all key stakeholders in relation to environmental sustainability.

## **Ambitions for the future**

CLEAN would like to encourage all suppliers to explore the following standards as a sign of their commitment to sustainable business

- Sedex
- Ecovardis
- B Corp

Any textile suppliers should also be looking at **BCI / OEKO Tex**





# Eco friendly delivery

Delivery of products and services is a large contributing factor to CLEAN scope 2 emissions.

We are focused on driving down the Co2 footprint of this scope and our preferred suppliers will have the below in place or working towards by 2026



**Vehicle selection** - Select the most eco friendly practicable method for delivery. Avoiding air shipment



**Training**- Program of safe and Eco driving in place to reduce Co2 Emissions



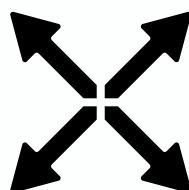
**Route optimisation** - Routes planned considering minimising Co2 emissions



**Fuel** - Moving away from diesel and towards HVO, hybrid or full EV power



**Monitoring** - Of drivers behaviour, vehicle performance, vehicle condition and scope emissions



**Number of deliveries**- Single deliveries where possible. Maximising vehicle space to reduce number of deliveris



# Labour Practices

CLEAN is committed to providing equal opportunities in employment avoiding unlawful discrimination in employment and against customers. Individuals are always to be treated on their merits and employment related decisions are always to be based on objective criteria.

**We expect our supply chain partners to work to the same standards which include**

**Employment must be freely chosen.** Forced, bonded or compulsory labour must not be used. Employees must be free to leave employment at any time after reasonable notice. Employees must not be required to lodge identity papers nor other valuable items with their employer.

**Freedom of association** In line with local laws, employers must recognize the rights of employees to choose whether or not to be represented by a trade union and to organize and engage in union activities. Where workers' representation and collective bargaining are restricted by law, employers must facilitate open communication and direct engagement between workers and management. The employer must ensure that worker's rights, needs and views can be considered and acted upon.

**Child labour avoidance** No person shall be employed who is under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is the greatest. Any employees under the age of 18 must be fully compliant with applicable apprenticeships (or equivalent) schemes

**Working hours** Working hours should not exceed the standards set in local law and should not be excessive. Workers should be allowed at least one day off per seven-day week.

**Wages and benefits** Employees' employment conditions should be clearly communicated to them. Employees should be fairly and reasonably paid in line with applicable wage laws relating to minimum wages, overtime hours and legally mandated benefits. Workers should be paid in a timely manner, documented via pay slips or similar.





# Labour Practices - Continued

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**Non discrimination** There shall be no discrimination in hiring and employment practices such as promotions, rewards or access to training. Employees should not be discriminated against on the basis of race, caste, national origin, religion, age, gender, marital status, sexual orientation, union membership disability, gender reassignment, marriage or civil partnership status, pregnancy/maternity or political affiliation.

**Humane treatment** There shall be no harsh or inhumane treatment of workers such as verbal or physical abuse. Disciplinary procedures should be clearly defined and communicated to workers.

**Human trafficking** Suppliers will take a proactive approach to identify and eliminate human trafficking, for by example ensuring that the right to work is established for every employee, including temporary or short term workers. We require all suppliers to be in full compliance with the modern day slavery act

**Grievance procedure** Employers will outline a clear and fair grievance procedure that facilitate and protects those staff members who raise legitimate issues and suggested improvements.

**Occupational safety** Workers should be provided with safe and hygienic working conditions. Appropriate steps shall be taken to prevent accidents and injury to health through control of hazards in the workplace. Where hazards cannot be controlled, then appropriate, well maintained personal protective equipment shall be provided. Workers shall receive regular, recorded health and safety training. Workers shall be encouraged to raise safety concerns with their employer.

**Emergency preparedness** Emergency and response procedures should be in place, setting out clearly the action to be taken in the event of an emergency. Appropriate fire detection equipment, suppression equipment, spill drills and adequate exit facilities and recovery plans should be in place.



CLEAN is committed to complying with the Bribery Act 2010 in its business activities in the UK and overseas.

Under the Bribery Act 2010, a bribe is a financial or other type of advantage that is offered or requested with the intention of inducing or rewarding improper performance of a function or activity; or knowledge or belief that accepting such a reward would constitute the improper performance of such a function or activity.

# Ethics & Anti Corruption

We expect all our supply chain partners to operate in a ethical manner including

**Integrity:** Promote ethical business practices, including zero tolerance for bribery, corruption, and fraud.



**Transparency:** Require honest and transparent business dealings and the protection of intellectual property.

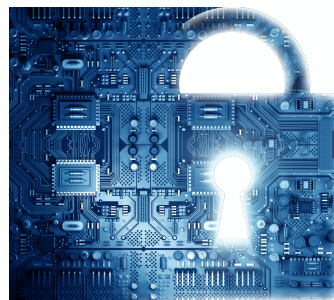


**Data security and privacy:**

Confidentiality: Safeguard sensitive information and ensure data privacy.



**Cybersecurity:** Implement measures to protect against data breaches and cyber threats.



**Conflict of interest:** The following relationships should be reported

- Any close relationship that could affect the business relationship or a business decision.
- Any common business interests.
- Close family ties with persons who can influence the business decision.





# Diversity & Inclusion

Diversity and inclusion are key concepts that help create a more equitable and supportive environment in various settings.

Diversity refers to the presence of differences within a given setting. This can include differences in race, ethnicity, gender, age, sexual orientation, physical abilities, and other attributes. It's about recognizing and valuing the unique perspectives and experiences that individuals bring to the table.

Inclusion, on the other hand, is about creating an environment where all individuals feel welcomed, respected, and valued. It involves actively ensuring that everyone has equal access to opportunities and resources, and that their contributions are acknowledged and appreciated.

Together, diversity and inclusion aim to foster a culture where everyone can thrive and contribute to their fullest potential.



Suppliers to CLEAN must demonstrate

## ***Inclusive practices:***

Encourage diversity in the supply chain and promote inclusive practices.

## ***Corrective actions:***

Outline the steps to be taken if a supplier fails to comply with the standards.

## ***Compliance and monitoring:***

Audits and Assessments: Regularly evaluate suppliers' adherence to the code of conduct through audits and assessments.

# Code of conduct audit



To better understand and bench mark our supplier base all Tier 1 suppliers will be required to complete and return a sustainable procurement questionnaire every year

We have partnered with **greenly** to facilitate this and give us clear and reliable data about suppliers commitment to carbon reduction

All suppliers will be required to complete the below modules within the Greenly suppliers questionnaire. You will be scored A+ - E. CLEAN requires all suppliers to reach a minimum level of C and driving towards A over a 3 year period

- General Information
- GHG Assessment
- Action Plans
- Employee Awareness
- Caron Contributions
- Climate Change Goals



- A+** Suppliers with an A+ score demonstrate outstanding sustainability practices. They have comprehensive carbon reduction strategies, use renewable energy sources, manage waste efficiently, and have transparent reporting. These suppliers are leaders in sustainability and set the benchmark for others.
- A** These suppliers have strong sustainability practices in place. They actively work to reduce their carbon footprint, use energy efficiently, and manage waste responsibly. They may have some areas for improvement but are generally performing well.
- B** Suppliers with a B score have good sustainability practices but may lack in certain areas. They are making efforts to reduce their environmental impact but need to enhance their strategies and reporting to achieve higher scores.
- C** These suppliers meet basic sustainability requirements but have significant room for improvement. They may have some initiatives in place but lack comprehensive strategies and consistent implementation.
- D** Suppliers with a D score have minimal sustainability practices. They may not have formal strategies for reducing their carbon footprint and need substantial improvements in their environmental management.
- E** These suppliers have poor sustainability practices and do not meet basic environmental standards. They lack strategies for carbon reduction, energy efficiency, and waste management. Significant changes are needed for them to improve their score.



# Suppliers Declaration

CLEAN looks forward to a long, prosperous and value added partnership focusing on  
*doing the right thing.*

I am authorised on behalf of \_\_\_\_\_ [Company] to confirm that we have received a copy of the Clean Linen Services's Suppliers code of conduct and have read and understood this document.

\_\_\_\_\_ [Company] will ensure that during the course of our partnership we will continue to comply with CLEAN's values relating to sustainability, labour practices, ethics, anti-corruption, diversity and inclusion.

\_\_\_\_\_ [Company] will endeavour to ensure that all sub-contractors engaged by us when working for or with CLEAN will work to the same standards.



Company Name

Address

Signed on behalf of the supplying company

Print Name

Date

*Please complete, scan and return by email*