



Responsible Sourcing Programme

Sky is a major UK entertainment and communication company, operating the leading multi-channel television platform in the UK and Ireland. We are also the UK's fastest growing broadband and fixed-telephony provider with over 1.4 million customers taking Sky Broadband and over 1 million customers taking Sky Talk.

At Sky we believe that a successful and sustainable business is a responsible business; one that sees the bigger picture. The *Bigger Picture* is our name for doing the right thing and doing better in all areas of our business to make a positive impact on society.

We want to bring these ideas – leadership and doing the right thing – to our relationships with our supply chain. Good supplier relationships should benefit us all: Sky, the supplier company and those working within it. The Sky Responsible Sourcing Programme sets out ten principles that we want to see living and breathing in our supply chain.

1. Complying with the law is non-negotiable

- We expect suppliers to understand and comply with all the legislation that affects them, whether it concerns environmental protection, employment or other matters.

2. Good environmental management is good business

- We expect suppliers to identify, monitor and minimise the environmental impacts of their operations - ideally by using an externally accredited environmental management process.
- Good suppliers demonstrate improved environmental performance over time.



3. Less is more: cut emissions and waste

- We expect our suppliers to do what they can to minimise their CO₂ emissions.
- Good suppliers minimise their use of raw materials, continually looking for more efficient processes.
- Good suppliers maximise their use of recycled materials.
- Good suppliers should continually strive to recycle as much of their waste as possible.
- Good suppliers innovate to find sustainable alternatives to using fossil fuel-based and non-renewable resources.
- In return we will listen to suppliers who propose new ways of doing things, trying hard to accommodate changed practices where they cause less environmental damage.

4. Coming to work should be a choice

- We expect suppliers to ensure that all their employees can make a free choice about working there: there should be no illegal, forced, bonded or involuntary prison labour.
- We expect suppliers to make sure that their employees are free to leave their employment after reasonable notice.
- We expect suppliers to make sure that employees are not required to lodge "deposits" or their identity papers.

5. Work shouldn't harm your health

- We expect suppliers to provide a safe and hygienic workplace, taking adequate steps to prevent accidents and injury to health.
- Health and safety is important: good suppliers make sure that a senior management representative takes on this responsibility.
- Good suppliers engage their staff, providing regular and recorded health and safety training, especially to new or reassigned workers.
- We expect suppliers to provide clean toilet facilities, potable water, and clean and safe food storage if appropriate.
- If accommodation is provided suppliers should ensure it is clean and safe, meeting their employees basic needs.



6. Children¹ belong in school

- We expect suppliers to be careful not to recruit under age workers.
- If suppliers do find that they have children working for them, we expect them to have policies and plans that enable the children to move into or remain in education.
- We expect suppliers to ensure that no-one under the age of 18 should do work likely to harm their health or safety.

7. Fair pay for sensible hours

- We expect suppliers to pay wages which *at least* meet minimum national legal standards or industry benchmark standards, whichever is higher.
- We expect suppliers to ensure that everyone is working in a recognised employment relationship as defined in the law, and explain clearly to employees their terms and conditions and the work that wages relate to.
- In return we will ensure that we keep our promises – paying what we agree to pay when we agreed to pay it.
- We expect suppliers not to make workers do more than 48 hours per week and ensure that they average at least one day off in every seven days.
- We expect suppliers not to insist on compulsory overtime, limit it to 12 hours per week and compensate it fairly.

8. Treat everyone fairly and equally

- We expect suppliers not to discriminate² – in hiring, pay, development, termination or retirement – on any grounds other than fitness for the job.
- We expect suppliers to treat employees well. Corporal punishment, abuse, harassment or intimidation of employees on any grounds is completely unacceptable.

¹ We define a 'child' as anyone below 15 years of age, unless the legal minimum age or mandatory school leaving age is higher. (In developing countries listed in ILO Convention 138, Articles 6&7 we accept child workers of 14 or over).

² Discrimination might be based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation. They are all unacceptable.



- In return we will choose suppliers based solely on their fitness for our needs and never on personal relationships or inducements.

9. *Communication is good*

- Good suppliers ensure that they have effective and working communications between managers and employees. We expect suppliers to establish formal mechanisms to deal with employee representatives, and ensure these are not discriminated against and have access to do their job properly in the workplace.
- We expect suppliers to adopt an open attitude towards the activities of trade unions respecting employees rights to join or form trade unions of their own choosing and to bargain collectively.
- In return we will ensure that we are clear with suppliers about our expectations and give constructive and professional feedback on their performance.

10. *Believe in better*

- We believe that business can make things better; each year at Sky we aim to do better than the last – economically, environmentally and socially. Good suppliers share this drive for improvement, working with us to improve in all three areas.
- In return we will support suppliers to become better businesses, sharing our expertise and communicating clearly. We aim to develop our supplier companies, helping them grow and prosper.
- We expect our suppliers to manage their own supply chain responsibly too, encouraging their suppliers to take positive actions to improve social, ethical and environmental standards where necessary and in line with these principles.