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| **Document Title:** | **Ethical Supply Chain Screening Process** |
| **Information or Procedure** | **Procedure** |
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**Ethical Supply Chain Screening Process**

**Overview**

Prior to entering into a formal commercial relationship with either purchasing consortium suppliers or NUS extra partners, organisations are screened to identify any potential areas of ethical concern. Screening is also done for other areas of the NUS Group when new commercial relationships are entered into.

**Process**

All screening is recorded in a spread-sheet. This document should include the following: Company name; any previous company names; company type; website address; links to any potential issues of concern.

When screening suppliers, the following steps are taken:

* Company name and ownership are determined (including any previous names). Companies House is used for this: <http://wck2.companieshouse.gov.uk//wcframe?name=accessCompanyInfo>
* A number of specialist websites are checked to identify any areas of concern or historic campaigns against the company. These are:
	+ <http://www.corporatecritic.org/home.aspx>
	+ <http://www.ethicalconsumer.org/>
	+ <http://www.corporations.org/corplist.html>
	+ <http://www.laborrights.org/>
	+ <http://www.corporatewatch.org/>
	+ <http://www.business-humanrights.org/>
	+ <http://www.actionaid.org.uk/>
	+ <http://www.peta.org.uk/>
	+ <http://www.change.org/en-GB>
	+ <http://cms.iuf.org/>
	+ <http://www.labourbehindthelabel.org/>
	+ <http://www.nfuonline.com/home/>
* The above websites are primarily useful for larger companies, particularly those that are international. For smaller companies (and for larger companies, in addition to the sites listed above), generic search terms and UK news sites are utilised:
	+ <http://www.theguardian.com/uk>
	+ Search terms include: ‘company name’ + allegations; ‘company name’ + concerns; ‘company name’ + human rights; ‘company name’ + boycott; ‘company name’ + environment; ‘company name’ + fined; ‘company name’ + NUS.

It should be noted that the above lists and search terms are not exhaustive. However, it is accepted that if the above screening process has not identified any issues of potential concern then due diligence can be considered to have been undertaken.