ESG and sustainability reporting

Supplier Code of Conduct and Responsible Purchasing

One day to draft a workable supplier code of conduct and build it into the purchasing process: selection, clauses, self-assessment, audit, progress plan. ISO 20400:2017 provides the common thread, and the exercises work on your supplier panel, your contracts and the requirements your own customers pass on to you.

Duration : 1 day

Objectives

1. Explain the principles of ISO 20400:2017 and what they change in the purchasing policy and process
2. Draft a proportionate supplier code of conduct: human rights, labour, health and safety, environment, ethics
3. Segment the supplier panel by ESG risk and purchasing spend
4. Set up code adherence, self-assessment, audits and progress plans
5. Link responsible purchasing to your customers' ESG requests and to your reporting

Programme

Day 1 — morning

• Why a supplier code of conduct: customer requirements, due diligence, reputation, supply continuity

• ISO 20400:2017: responsible purchasing policy, organisation of the purchasing function, integration into the purchasing process

• Content of a code: principles, minimum requirements, right to audit, consequences of breaches

• Exercise: review a code received from a customer and decide what you pass on to your suppliers

Day 1 — afternoon (workshop)

• Supplier risk mapping: country, purchasing category, dependency, criticality

• Self-assessment questionnaires, supplier audits, progress plans and ending the relationship

• Workshop: draft code of conduct and risk matrix for your panel

• Knowledge test and responsible purchasing roadmap

Teaching methods

• Work on your supplier list and your general terms of purchase

• Comparison of codes of conduct received from your customers

• Panel segmentation exercise in purchasing and quality sub-groups

• Template code of conduct provided and adapted during the workshop

• Final test on ISO 20400:2017 and the supplier system

Assessment and documents

Knowledge test at the end of the day, follow-up evaluation at D+1, numbered training certificate verifiable online for each participant. The company receives the training report, the draft code and the supplier risk matrix.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

The European due diligence framework is presented in "Human Rights and Due Diligence (CSDDD)". If your customers assess your own responsible purchasing on a platform, see "EcoVadis Rating: Preparation and Score Improvement".

Practical information

Duration	1 day
Audience	Purchasing, supply chain, CSR, supplier quality, legal
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Should we impose our code on all suppliers?

The code can be sent to all of them, but controls must be proportionate to risk. A raw-material supplier from a high-risk country or a labour subcontractor is not treated like an office-supplies vendor. The segmentation worked on in the workshop serves this purpose.

What should we do with a supplier that cannot meet the requirements?

Most often, a dated progress plan rather than immediate termination, except for the serious breaches defined in the code. The course helps write these rules in advance so that buyers apply them consistently.

What is the difference from the due diligence course?

The due diligence course presents the framework and risk mapping. This one is operational: it produces the code, the clauses and the monitoring system your buyers will use daily.