SUPPLIER CODE OF CONDUCT

Hot Box Live CIC · 28-29 Viaduct Road, Chelmsford, Essex CM1 1TS

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1. WHY WE HAVE THIS CODE

Hot Box Live CIC is a not-for-profit grassroots music venue. We want everyone who supplies us with goods or services to share our commitment to fair work, safety, respect and the environment. This code sets out the minimum standards we expect.

2. WHO THIS CODE APPLIES TO

This code applies to every business and individual who supplies goods or services to Hot Box Live CIC, including security and staffing agencies, freelance technicians, drinks and food distributors, merchandise suppliers, cleaning and maintenance contractors, and any subcontractors they use to supply us.

3. FAIR WORK

- **No forced or child labour:** no slavery, forced, bonded or trafficked labour, and no child labour, anywhere in your business or supply chain, in line with the Modern Slavery Act 2015.
- **Right to work:** check that everyone you employ has the legal right to work in the UK.
- **Fair pay:** pay at least the National Living Wage (or National Minimum Wage). Staffing agencies supplying people to work at our venue must pay at least the Real Living Wage.
- **Fair hours and conditions:** give workers written terms, reasonable working hours, rest breaks, and never charge them recruitment fees or hold back their documents.
- **Freedom to speak up:** workers must be free to raise concerns without fear of punishment.

4. HEALTH AND SAFETY

- Follow UK health and safety law and our venue rules while on site.
- Provide suitable risk assessments, method statements and proof of insurance when we ask for them.
- Make sure your staff are trained and competent for the work they do.

5. EQUALITY AND RESPECT

Treat everyone fairly and with respect. We do not accept discrimination, harassment or bullying of any kind. Anyone working at our venue must follow our Equal Opportunities Policy and, where relevant, our Safeguarding Policy.

6. ENVIRONMENT

- Keep packaging to a minimum and use recyclable, compostable or reusable materials where you can.
- Consolidate deliveries where possible to cut transport emissions.
- Tell us about greener or Fairtrade alternatives you can offer.

7. HONEST BUSINESS

- No bribes, kickbacks or improper gifts.
- Keep any personal data you handle for us secure and use it only as UK GDPR allows.
- Tell us about any conflict of interest.

8. SUBCONTRACTORS

If you use subcontractors to supply us, you are responsible for making sure they meet the same standards.

9. REPORTING CONCERNS

If you have a concern about exploitation or unsafe or unfair practices, in your own business, your supply chain or at our venue, email safe@hotboxlive.co.uk in confidence. You can also call the Modern Slavery & Exploitation Helpline on 08000 121 700 (open 24 hours a day). If someone is in immediate danger, call 999.

10. CHECKING AND ACTING ON THIS CODE

We may ask you to confirm in writing that you meet this code, and to show how. If a supplier breaks this code, we will work with them to put things right. Serious or repeated breaches may lead us to end the relationship.

This code works alongside our Modern Slavery and Human Trafficking Statement and our Environmental Sustainability and Ethical Procurement Policy.

VERSION CONTROL

Version	1.0
Date	25/09/2026
Description	First version
Author	Dave Hughes

SIGNED ON BEHALF OF HOT BOX LIVE CIC

Name	David Hughes
Date	25/09/2026
Position	Director