



TG4
SUPPLIER CODE OF CONDUCT
2018

CÚLRA

TG4 is a public service broadcaster. Our functions and duties are set out in the Broadcasting Act 2009.

Our public service mission is to deliver entertaining and innovative media services that celebrate Irish language creativity and connect with audiences at home and worldwide. Through partnership with the Irish language audio-visual sector, we enable the creation of world-class content and support economic growth in Ireland.

Our vision is “TG4 Gach Áit/TG4 Everywhere” which is underpinned by three pillars; Growth, Solidarity & Partnership.

Our values are built on providing an environment that promotes:

- The Irish Language
- Creativity and Innovation
- Collaboration and Teamwork
- Flexibility
- Honesty, Integrity & Responsibility
- Audience Focus
- Promote jobs in the independent production sector

We aspire to the highest standards of ethics, honesty, equality, respect and integrity in all our activities, and comply with all relevant legislation at all times. TG4 employees, have a duty to comply with applicable laws and regulations, and are expected to behave responsibly and ethically and the same is required of our suppliers.

TG4 relies on a large number of third party suppliers of programmes, as well as other goods and services. We expect all our suppliers to operate to the highest standards which are in line with TG4’s values and in a manner which is consistent with good business practices.

Our content is viewed by audiences in Ireland on all platforms and worldwide on our player. TG4’s reputation and brand is important to our success and we depend on our employees and suppliers to help us continue to succeed. TG4 expects our suppliers to operate their businesses in a manner that will not bring TG4 into disrepute.

This supplier Code of Conduct sets out TG4’s principles and expectations as to how organisations (including their employees, contractors, subcontractors, and agents) who supply programming, goods and services to TG4, are expected to conduct business and behave when supplying programming, goods or services to TG4.

We expect all our suppliers to have in place and use appropriate systems to implement and enforce compliance with this Code of Conduct. Contractually, we require our suppliers to comply with all applicable legislation.

TG4 reserves the right to monitor and audit a Supplier’s compliance with this Code of Conduct. In cases of non-compliance, we reserve the right to take appropriate action that may result in termination of a Supplier’s relationship with us.

SUPPLIERS CODE OF CONDUCT

Summary of Principles

TG4 expects suppliers to behave appropriately towards all third parties with whom they engage in the course of the supply of programming, goods or services to TG4 and to adhere to our standards in the following key areas:

Business Integrity

Compliance with Laws

In all their activities, Suppliers must ensure they conduct business in compliance with the applicable laws, rules, and regulations.

Insurance

Suppliers will hold the appropriate and adequate levels of insurances

Tax

Suppliers shall comply with all applicable EU and domestic tax laws.

Conflicts of Interest

A conflict of interest of the Supplier could damage TG4's integrity, independence and standards. You are required to have policies in place to deal with such conflict's to ensure they are handled appropriately and do not impact on the legitimacy of decision making and the delivery of programming, goods or services to TG4.

Gifts and Entertainment

The nature of the gifts or entertainment intended for TG4 employees or consultants must not, by

their quality, quantity or timing, be used by Suppliers to seek to gain improper advantage or preferential treatment

Responsible Business Practices

Privacy and Information Security

Suppliers must comply with all data protection legislation and industry codes including GDPR and TG4's privacy policy and must use information/data obtained through their relationship with us only for the purpose defined for it.

Suppliers must store and process information/data as agreed with TG4 and in compliance with data protection legislation and industry codes and have appropriate information security policies and procedures in place to secure access to our information/data. Suppliers must notify us promptly of actual or suspected privacy breaches, security breaches, or losses of our information/data.

Confidential information and inside knowledge

You are required to restrict confidential information and inside knowledge to a limited number of persons within your organisation.

Business Resumption and Contingency Planning

For some services performed by Suppliers, due to the significance for our organisation or the types of activities that may be involved, we expect that the

Supplier's business continuity and disaster recovery plans are developed, maintained and tested in accordance with applicable regulatory, contractual and service level requirements.

Prompt Payment of Creditors

Suppliers will pay creditors in a timely manner. Failure to do so brings TG4 into disrepute.

Outsourcing and Subcontracting

We recognize that outsourcing is a practice that many of our Suppliers require to use particularly in the area of TV production whereby Suppliers engage independent contractors (as opposed to employees) to assist it in the supply of programming, goods and services. We also recognise that Suppliers may use subcontractors in instances where this is specifically permitted in the contract with the Supplier. In situations where a contract with a supplier permits sub-contractors the Supplier will provide to TG4 such details as it may request including the name and location of the subcontractor. In situations where sub-contracting is permitted by the contract, the Supplier remains fully responsible for delivery of the programming, goods and services to TG4.

Social Media

We expect you to use social media responsibly, to separate the personal from the professional, and to seek approval from us should any

of your content connect your company to TG4.

Environment

We expect our suppliers to work with us to promote environmental sustainability. Suppliers are to assist in reducing the environmental footprint, conduct business in an environmentally responsible way, and offer environmentally responsible products and services.

Corporate responsibility

You must carry out your operations in a socially and environmentally responsible manner.

Bribery and improper payments

You must not condone, the offering, giving or receiving of bribes or inducements. In addition, you will not permit any third party performing services on your behalf to engage in such conduct.

Disrepute

Suppliers will not conduct their business or behave in a way which brings TG4 into disrepute.

Responsible Treatment of Individuals

Respect and Diversity

You are expected to maintain a workplace characterised by professionalism and respect for the dignity of every individual with whom you interact. Suppliers must respect the diversity of their employees and others with whom they interact, including respect for differences such as gender,

race, colour, age, disability, sexual orientation, ethnic origin and religion.

Suppliers must not tolerate harassment, discrimination, violence, retaliation and other disrespectful and inappropriate behaviour.

Suppliers must respect the dignity of their own employees and others with whom they interact, adhere to principles of diversity and maintain a respectful workplace.

Harassment, bullying, and the abuse of power

TG4 does not tolerate harassment, sexual harassment or bullying, discrimination or offensive behaviour of any kind, which includes the demeaning of employees and others with whom the Supplier interacts through words or actions, and the display or distribution of offensive material. TG4 expects those we do business with to have relevant guidance and policies in place to prevent and deal with harassment and bullying in the workplace, and to act on those policies. Failure by Suppliers to behave in a respectful and appropriate manner towards those with whom they interact brings TG4 into disrepute.

Employment Practices

You must abide by applicable employment standards and legislation related to discrimination and human rights. Suppliers should ensure they have clear and uniformly applied employment standards in

place that meet legal and regulatory requirements. Suppliers should ensure that all their staff are adequately trained in the performance of their duty of care towards their employees contractors and others with whom they interact and regularly assess compliance with good practice and all relevant legislation. These requirements apply to those directly employed by the Supplier and all of those with whom they interact, whether for specific projects or for on-going activities.

Children

Due care must be taken to protect the physical and emotional welfare and the dignity of all people, including those under 18, who take part in or are otherwise involved in your business. You must comply with the Children First Act 2015 and the National Vetting Bureau (Children and Vulnerable Persons) Acts, 2012-2016 as amended from time to time and any applicable guidance issued from time to time pursuant to this legislation.

Health and Safety

You are expected to provide healthy and safe workplaces and comply with relevant health and safety laws. We expect Suppliers to provide all their employees and contractors with adequate information and instruction on health and safety to enable the Supplier to meet its responsibilities for the maintenance of a healthy and safe workplace. You are expected to adopt a proactive, co-operative attitude towards the health,

safety and security of your employees, contractors, customers and suppliers, and others working at or visiting your property and those with whom you interact.

Record keeping

You must retain records that may be relevant to any pending or threatened legal or regulatory proceeding of which the Supplier becomes aware. Suppliers must maintain adequate internal records to ensure proper compliance with their obligations to us.

Compliance by third parties with this Code of Conduct

Suppliers must comply with this Code of Conduct and ensure compliance by its employees, agents, contractors and subcontractors. Suppliers must monitor compliance with the Suppliers' contractual obligations and with this Code and provide evidence to TG4 of such monitoring and compliance upon request.

Monitoring by TG4

TG4 reserves the right to monitor and audit a Supplier's compliance with this Code of Conduct. In cases of non-compliance, we reserve the right to take appropriate action that may result in termination of a Supplier's relationship with us.