

UK Kidney Association: Third Party Code of Conduct

1. Introduction

The UK Kidney Association (UKKA) is the leading professional body for the UK kidney community. We welcome members working in clinical kidney care, treating and caring for people with kidney disease, those working in research, or related sciences and fields, and all allied healthcare professionals.

For 75 years, the Renal Association, now the UK Kidney Association, has been energetic in promoting and sharing research to improve outcomes for people with kidney disease. We have taken a lead in the education of clinicians and scientists, and more recently, we have evolved to take a major role in training doctors and developing clinical services.

We are transforming how kidney care and research are delivered in the UK and beyond.

This Third Party Code of Conduct applies to all organisations and individuals who provide services to, work with, participate in events organised by, or otherwise engage with the UKKA. This includes, but is not limited to, corporate partners, suppliers, contractors, consultants, sponsors, exhibitors, speakers, delegates, attendees, volunteers, and partner organisations.

2. UKKA values

The UKKA commits to being a conscientious and responsible employer in all its employment practices, by:

- Appreciating and respecting the person
- Working collaboratively as professionals to achieve excellence
- Investing in staff development, and
- Seeking initiative and innovation to drive change for patient benefit

The UKKA expects third parties to adhere to our values, and the same professional and ethical standards required of its staff and members. These are outlined in our employee code of conduct, our code of conduct for members and trustees.

3. Our expectations

The UKKA expects all third parties to adhere to these expectations, and all third party organisations to replicate these further down the supply chain and must allow the UKKA the opportunity to check their compliance with these standards.

Third parties are expected to:

- Conduct themselves and where applicable, their business in an ethical manner and act with integrity.
- Acknowledge that applicable law is not replaced by the Third Party Code of Conduct.
- Firmly adhere to internationally recognised ethical principles for labour and human rights, environment, health and safety, and where applicable, integrate those principles into effective management systems.
- Recognize the importance of providing a workplace environment of respect and fair treatment to all employees with their distinct perspectives and experiences by strict adherence to all local laws, regulations, and policies specific to equal opportunities and non-discrimination.

In the event that there is contractual language between a third party and the UKKA that irreconcilably conflicts with the foregoing language of this Code of Conduct, then the contractual language between the third party and the UKKA shall govern in the event of any dispute.

4. Respect, inclusion and Human Rights

Non-discrimination and fair treatment

Third parties must provide and maintain an environment free of harassment and discrimination.

Third parties must provide and maintain an environment in which all individuals are treated with dignity and respect. The UKKA does not tolerate bullying, harassment (including sexual harassment), abuse, intimidation, threats, discrimination, corporal punishment, and any form of physical, verbal, psychological, or sexual misconduct.

Human trafficking and child labour/young workers

We are aware that human trafficking and child labour can occur in any country. Third parties must not use, support, or benefit from any form of child labour, forced labour, modern slavery, servitude, or human trafficking. They are expected to take reasonable steps to ensure these practices do not occur within their operations or supply chains and to comply with all applicable laws and regulations.

5. Ethical Business Practices

Business integrity

Third parties are expected to conduct business with integrity and must not engage in bribery, corruption, fraud, money laundering, or other unlawful practices. Appropriate measures must be in place to prevent and report such activities, including notifying us of any actual or suspected fraud relating to our organisation.

In certain situations, modest gifts or hospitalities may be offered to a UKKA employee if they are not cash or cash equivalents, are consistent with customary business practice, not frequent or expensive, and do not violate any law and adhere to the UKKA gifts policy.

Conflict of interest

Third parties must avoid conflicts of interest and promptly disclose any personal, family, financial, or other relationships that could influence, or be perceived to influence, their dealings with UKKA.

Accuracy of business records

All financial books and records must conform to generally accepted accounting principles. Records must be accurate, legible, transparent and reflect actual transactions and payments.

Procedure

Third parties must comply with UKKA procurement and contracting processes, including obtaining the necessary purchase order, contract, approvals, and qualifications before commencing work or providing goods and services. Invoices must include the relevant purchase order number where applicable.

Treating employees with respect

The UKKA is committed to creating and sustaining a positive, inclusive and fair environment for our members and staff. We value equity and diversity and believe that our differences make us a stronger and more effective whole. We will advocate for these values for all who

are working to improve outcomes for people with kidney disease. We prioritise individual freedoms within the law and we do not tolerate discrimination against, or harassment of, anyone.

Use of the UK Kidney Association name, or names of any of its subsidiaries, or logos

Use of the UKKA name, names of its professional groups, trademarks or other similar information in supplier advertising, media publications or product endorsements is prohibited without the prior written approval of the UKKA.

Media and public relations

The UKKA has established policies and procedures for external communications. Only authorised UKKA employees can issue statements to the media or general public about the UKKA or its work.

Marketing and communication

All marketing and promotional materials and activities as well as any other communication and activities, must conform to high ethical, medical and scientific standards, and comply with all applicable laws and regulations. All third parties must adhere to relevant industry standards of conduct that apply to them.

Privacy and data protection

Third parties must comply with all applicable privacy and data protection laws and safeguard any personal or confidential information obtained through their relationship with UKKA. Appropriate measures must be in place to prevent unauthorised access, disclosure, loss, misuse, alteration, or theft of data, while protecting the rights, safety, and wellbeing of individuals.

Confidentiality

Third parties shall protect confidential information of the UKKA. Third parties shall ensure, and be prepared to demonstrate, that they have appropriate safeguards in place to protect personal and other confidential information.

Unauthorised use, disclosure or loss of UKKA confidential information/personal data must be reported immediately to the UKKA Information Governance and Data Protection Officer.

Intellectual Property

Intellectual property rights shall be respected; transfer of technology and know-how shall be done in a manner that protects intellectual property rights.

Identification of concerns

The UKKA encourages its staff to report any concerns via appropriate channels. Third parties shall also encourage their workers and subcontractors to report concerns or illegal activities without threat of reprisal, intimidation or harassment, and shall investigate and take corrective action if needed.

6. Management Systems and compliance with this code

Third parties shall use appropriate management systems to facilitate compliance with the expectations of these principles and with respect to all applicable legal requirements.

Risk assessment and risk management

Third parties are expected to identify, assess, and manage risks relating to the principles set out in this Code. They must cooperate with UKKA's due diligence and risk management activities by providing relevant information promptly when requested.

Business continuity

Third parties must develop and implement appropriate business continuity plans for operations supporting UKKA business.

Documentation

Third parties shall maintain the documentation necessary to demonstrate adherence to these expectations and compliance with applicable regulations and guidelines. The UKKA may review this documentation upon mutual agreement.

Training and competency

Third parties should ensure that relevant personnel have the knowledge, skills, and training necessary to meet the expectations set out in this Code and comply with applicable laws, regulations, and recognised standards.

Failure to maintain appropriate training and competence may affect the UKKA's ability to enter into or continue a relationship with the third party.

Communication

Third parties are expected to have effective systems in place to communicate the principles of this Code to workers, subcontractors, and suppliers.

7. Raising questions or concerns

In case third parties or their employees believe that a UKKA employee, or anyone acting on our behalf, has engaged in illegal or otherwise improper conduct, they should report the matter promptly by emailing stephanie.lock@ukkidney.org. Reports will be handled sensitively and confidentially wherever possible. Information will only be shared with those who need it to investigate and address the matter appropriately, and anonymity will be protected to the fullest extent practicable.

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