

Supplier Code of Conduct

Purpose

Murdoch University is committed to ethical, sustainable and socially responsible procurement and we expect the same high standards of our Suppliers. Murdoch University depends on its supply chain to enable the University to deliver its objectives in teaching and research.

This Code of Conduct sets the guidelines for those suppliers and applies to any supplier of goods and/or services to the University and includes independent contractors, labour hire providers, and the employees and subcontractors of those suppliers.

Suppliers are required to proactively self-assess compliance to this Code and take action to remedy any shortcomings. We seek suppliers who share our commitment to this Code and are able to demonstrate that commitment to the communities they reside in and the University.

Application of the Code

The Code is a living document and may be updated based on leading practices and emerging legislation. This Code does not preclude the University from including additional associated requirements into supplier contracts. Suppliers should check their respective contracts, agreements and purchase orders as they may contain additional obligations or higher standards than those set out in this code.

All Suppliers should:

- Operate within the law and comply with applicable policies, codes of practice and procurement policies and procedures.
- Act ethically at all times and conduct yourself in a professional, fair and constructive manner in all your dealings with the University.
- Report unethical practice, misconduct, fraud or corruption as soon you become aware of it.
- Disclose any actual or perceived conflicts of interest and report any unethical behaviour immediately.
- Provide accurate, reliable and timely information and advice.
- Do not offer financial inducements, gifts or benefits to University employees, contractors and consultants which might directly or indirectly compromise, influence or appear to influence them in their official University capacity.
- Provide ethically sourced goods and services which have been manufactured, sourced or acquired ethically and free from, corruption, fraud, bribery or conflict of interest.
- Demonstrate your commitment to comply with the Modern Slavery Act (2018) by identifying, assessing and addressing employment standards and risks in your operations and supply chains in the jurisdictions in which you operate to ensure and maintain a safe workplace.

- Retain appropriate and accurate records of business you have conducted with the University and explain the basis of any accounts or charges submitted by you to the University.

Legal compliance

In addition to the specific requirements of this Code, suppliers should comply with all relevant legislation and standards that apply to the localities in which they operate. In addition, suppliers should make all reasonable efforts to ensure the same from their suppliers, including subcontractors and temporary labour hire agencies.

Labour and human rights compliance

The University requires suppliers to comply with the intent and purpose of the *Modern Slavery Act 2018* (Cth).

Suppliers are to treat employees fairly and with respect. This includes:

- Complying with the *Fair Work Act 2009*, *National Employment Standards (NES)* and other legislation, awards or agreements relevant to the working conditions of employees, including the payment of wages, working hours, leave and employment benefits and superannuation entitlements.
- Working towards a workplace that is free from harassment, bullying and discrimination and promotes diversity and inclusion.

Suppliers are to provide a safe and healthy working environment. This includes:

- Complying with all relevant laws and regulations relating to workplace health and safety.
- Having policies and processes in place to document and eliminate health and safety related risks and incidents.
- Ensuring all equipment is safe for use and staff are fully trained in its use.
- Proactively engaging with employees on safety issues and ensuring any policies and procedures are clearly communicated to all staff.

Ethical compliance

Suppliers are to engage in ethical business practices and operate in an environment of integrity and accountability. This includes:

- Acting honestly, professionally, and fairly in all dealings with the University.
- Ensuring that any conflicts of interest (actual or perceived) are disclosed to the University as soon as practicable.
- Protecting confidential, private, or sensitive information relating to the University, and only using such information in accordance with the terms and conditions of any applicable agreements.
- Ensuring goods and services provided to the University meet relevant compliance requirements and/or national or international standards, where specified, and are safe to use and fit for purpose.
- Where appropriate, having policies and procedures in place that identify, manage, and control risks associated with their operations.

- Not engaging in any acts of corruption or bribery or applying undue influence to affect the business decisions of others.
- Taking all reasonable steps to avoid causing harm to others as a result of business decisions.
- Modelling good business practices, including not forcing unsustainable or unfair contract terms on your suppliers and appointing subcontractors through open and fair processes.
- Maintaining truthful and accurate accounting and financial records.
- Having relevant policies in place that protect staff if reporting misconduct or raising concerns, and ensuring all affected staff are treated in a fair and transparent manner.

Environmental compliance

Suppliers are to look for opportunities to improve environmental outcomes. This includes:

- Complying with all relevant laws and regulations relating to the protection of the environment.
- Taking all reasonable steps to protect the environment, including avoiding environmental damage and/or negative environmental impact through the manufacture and supply of goods or services.
- Taking reasonable steps to minimise the volume of waste produced, ensuring that waste is disposed of in a responsible manner, and where appropriate recycling waste to reduce the volume of waste going to landfill.
- Having an environmental management plan or system, policies, and/or procedures in place, and be acting on them, to minimise environmental impact and adopt or work towards internationally recognised environmental standards.
- Promoting positive environmental impacts (such as reduced carbon emissions, use of renewable energy, better carbon management, waste management, water management, reduced pollution levels and technological improvements) wherever possible.

Non-compliance

All suppliers are expected to comply with the requirements set out in this statement. By complying with the requirements set out in this Statement, it is intended that the supplier's business with the University would be conducted in a safe, fair and ethical way.