

## Supplier Code of Conduct

Applies to all of Uniting

Procurement (Finance & Fees)

Policy statement

Uniting seeks suppliers who share our commitment going beyond the minimum standards set by law and Human Rights obligations.

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## 1 Purpose

Uniting (NSW.ACT) is a ministry of the Uniting Church and we are deeply committed to social justice and place specific emphasis on serving people who are marginalised, disadvantaged and vulnerable, and celebrating diversity. Uniting has a strategic social justice and advocacy pillar built into our purpose which is “to inspire people, enliven communities and confront injustice”. Uniting specifically focuses on enhancing our inclusion practices in relation to four key groups: culturally and linguistically diverse (CALD) people, the homeless, Aboriginal and Torres Straight Islanders, and lesbian, gay, bisexual, transgender and intersex (LGBTI) communities.

We believe the actions of our suppliers and business partners are increasingly important factors in achieving our social justice and sustainability performance objectives, and that our suppliers should be engaged as partners on our journey. Uniting seeks suppliers who share our commitment of going beyond the minimum standards set by law and Human Rights obligations. We look for best practice and continuous improvement from our suppliers in:

- Ethical business practices
- Management practices that respect the rights of all employees and the community
- Diversity, safety and inclusion of all people
- Environmental management
- Occupational health and safety

Better quality products and services are typically associated with superior operating practices, and increasingly, more and more of what we deliver to our clients will have an input (direct or otherwise) from our suppliers and partners. For these reasons, as part of our supplier on-boarding and ongoing assessment practices, we ask our suppliers to commit to this Supplier Code of Conduct and we encourage continuous improvement across these standards. It is the supplier’s responsibility to achieve and maintain these minimum standards and train its employees on their consequential rights and obligations.

These standards are based on our commitment to social justice and inclusion and in seeking compliance with these standards we hope to extend their applicability throughout our supplier network.

## 2 Legislation and standards

This document is supported by the relevant Australian consumer Law (ACL) and Competition and Consumer Act (CCA) legislation.

## 3 Policy statements

### Labour and workplace management

With regards to labour and workplace management practices, suppliers will:

- Comply with all relevant local national laws and regulations with regard to employment practices, benefits, health and safety and anti-discrimination, including the *Sex Discrimination Act 1984* (Cth)
- Have written labour and workplace management policies and standards, and strive to provide a workplace free of direct or indirect discrimination, harassment or bullying
- Not use child, forced or involuntary labour in any form
- Be committed to the provision of training and development for its employees
- Provide fair pay and working conditions, and support employees' rights of freedom of assembly and association

### Occupational health and safety

With regards to occupational health and safety in the workplace, suppliers will:

- Comply with all relevant local and national laws and regulations with regard to occupational health and safety and the provision of health related benefits to employees
- Have written health policies and standards, and a documented system to identify and reduce work-related injury and illness

### Diversity and inclusion

At Uniting, we define diversity as embracing, accepting and respecting both visible and non-visible differences. We believe each individual is unique and we recognise individual characteristics such as gender identity, gender expression, intersex status, sexual orientation, physical, mental and intellectual abilities, race and ethnicity (including people who identify as Aboriginal or Torres Straight Islanders), age, socio-economic status, religious belief, professional background and experience.

All suppliers need to provide an inclusive and supportive working environment and exercise diversity when it comes to employment and selecting subcontractors. Uniting does not establish specific supplier expectations regarding diversity and inclusion, however, suppliers' diversity policies (including those surrounding Aboriginal and Torres Straight Islanders, the homeless, CALD and LGBTI communities), programs and initiatives, as well as their willingness to partner with Uniting in supporting these initiatives (when appropriate), will be taken into consideration throughout our supplier engagement processes.

### Risk management

We understand that our suppliers provide a wide range of goods and/or services to Uniting on a day-to-day basis. Some of these are more critical to our business operations than others, and some have a higher risk profile than others, however as a

base expectation we expect that suppliers will have both a business continuity plan and an emergency response plan integrated across the business that is regularly tested.

## Environment

All suppliers must comply with all relevant local and national laws and regulations with regard to land and water management, waste and recycling, the handling and disposal of toxic substances, discharges and emissions, noise, transportation of products, waste and materials, material selection, environmental issues management and community consultation.

Where appropriate and required the supplier will have a written environment policy and an environment management system if any of the above regulations are relevant to their operations, products and/or services.

## Corporate governance and ethics

With regards to corporate governance and ethics, it is expected that suppliers will:

- Comply with all relevant local and national laws and regulations with regard to bribery, corruption and prohibited business practices
- Conduct their business in accordance with high ethical standards
- Provide a formal complaints management process for significant stakeholder groups
- Have effective and transparent allocation of responsibilities between board and management, where an applicable organisational structure exists
- Proactively disclose material matters concerning products and services supplied to Uniting
- Provide employees with the appropriate level of training to perform their role to the required standards and to comply with this Code of Conduct

## Community engagement

Suppliers will have a reasonable and stated understanding of how they impact the communities in which they operate and conduct business in a way that builds social engagement, development and growth.

## Supply Chain

The expectation is that our suppliers will adopt similar principles when dealing with their own key suppliers, such as high spend, strategic and high-risk suppliers.

## Privacy, confidentiality and disclosure

Suppliers must comply with the Uniting privacy policy and privacy collection statement in addition to all applicable privacy laws and the Privacy Act (1988).

## 4 Roles and responsibilities

**Head of Procurement** – Overall responsibility for Uniting’s Procurement and Purchasing framework and the associated processes.

## 5 References and resources

All related national and state based legislation referenced in this policy document.

## 6 Related documents

- Procurement Policy
- Procurement Procedure

## 7 Metadata

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Replaces	Supplier Code of Conduct		
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Applies to	All Uniting	Financial Performance and Assurance	Choose an item.
Responsible Review Officer	Head of Procurement		
Practice Area or Service	Finance and Fees	Choose an item.	Choose an item.
Keywords			
Office use only			
Executive Approval	[Date]	Staff Committee	[Date] Staff Newsletter [Date]
Approved by: "[Insert Name]" "[Insert Title]", Uniting "[Insert Month & Year]"	"[Digital Signature]"		