

Supplier Code of Conduct

1. Purpose

Federation University Australia (University) is committed to ethical, sustainable and socially responsible procurement and we expect the same high standards of our Suppliers.

The University depends on its supply chain to enable the delivery of its objectives in teaching and research.

This Code of Conduct (Code) 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 their commitment to the communities they reside in and the University.

The University is committed to embedding sustainability into all aspects of its operations, teaching and learning, research and engagement, and to promoting environmental and social responsibility.

2. Application of the Code

The Code is a dynamic document and may be updated based on leading practices and emerging legislation. The University expects all existing and new Suppliers to supply their goods and services in accordance with this Code. 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.

The University expects suppliers to read, understand and ensure that their business and supply chains meet the requirements and standards of the Code. Suppliers must communicate this Code to related entities, suppliers and subcontractors who support them in supplying to the University, so that these parties are aware of, understand and comply with this Code.

Where the Code refers to supplier, it means any entity that supplies goods or services to the University. Where the Code refers to workers, it includes employees, contractors, agency and temporary staff of the supplier and its related entities. Where the Code refers to the law it means the laws in the jurisdiction that apply where the goods are procured, or services are performed.

3. Human Rights and Modern Slavery

The University requires suppliers to comply with the intent and purpose of the Commonwealth 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, including the Occupational Health and Safety Act 2004 (Vic) and the Occupational Health and Safety Regulations 2017 (Vic). Suppliers from States/Territories other than Victoria must comply with relevant State legislation.

- 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.

The University is committed to maintaining a safe and healthy working environment for all employees, visitors, contractors, subcontractors and the public; and recognises that this is an integral part of our business and Suppliers must fulfil this commitment.

4. 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.
- Not provide University staff any incentives, gifts or hospitality; or engage in action to entice or obtain any unfair or improper advantage.

5. Labour

Suppliers must:

- Allow workers to freely and voluntarily establish, join (or not join) industrial organisations of their choice without interference, discrimination, retaliation, or harassment.
- Allow voluntary collective bargaining without interference, discrimination, retaliation or harassment.
- Ensure labour is freely given and workers are free to leave in line with established rules.
- Ensure there are no forced or compulsory labour including all forms of involuntary labour including (but not limited to) slavery, and modern slavery as defined in the Commonwealth Modern Slavery Act (2018), bonded labour or debt bondage.
- Ensure there is no exploitative practices such as forced overtime, the holding of official or personal documents such as (but not limited to) passports, financial or identification documents as a condition of employment.
- Ensure workers are not required to pay recruitment, or other types of fees for employment.
- Suppliers are expected to contribute to the elimination of all forms of forced and compulsory labour, exploitative practices and induced indebtedness throughout their supply chains.
- Not discriminate against workers in their recruitment or employment practices based on age, disability, ethnicity, gender, marital status, political affiliation, race, religion, sexual orientation, gender identity, or union membership.
- Will not employ children under the legal age of employment in any country or jurisdiction. Where there is no definition of the minimum age of employment, it is 15 years of age. Workers under 18 years will

only perform work in accordance with legal requirements (such as working hours, wages and conditions for minors) and will be subject to education and training requirements.

6. Aboriginal and Torres Strait Islander Supplier Diversity

The University is committed to incorporating Aboriginal and Torres Strait Islander supplier diversity in its operations and recognises the mutually beneficial aspects of engaging Indigenous suppliers. In our operations, we value suppliers who share our commitment to supporting Aboriginal and Torres Strait Islander businesses, including those who:

- Incorporate Aboriginal and Torres Strait Islander suppliers in their supply chain.
- Will employ (where available) Aboriginal and Torres Strait Islander peoples on University contracts.
- Procure goods from Aboriginal and Torres Strait Islander businesses.

7. Environment

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.

8. Anti-corruption

Suppliers will:

- Comply with all relevant anti-corruption and anti-bribery laws and regulations and a preparedness to also meet Australian standards where these are higher.
- Not use bribery, extortion and other forms of corrupt practices.
- Develop policies and programs to address corruption throughout their operations and supply chains.

9. 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.

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.