



Supplier Code of Conduct





Deakin University strives to conduct sustainable and inclusive procurement.

Our suppliers are our partners in delivering the best social and commercial outcomes for the University and our stakeholders. This Supplier Code of Conduct (the Code) outlines the ethical standards and behaviours we expect from ourselves and our suppliers.

The Code describes the minimum expectations in the areas of integrity, ethics and conduct; conflict of interest, gifts, benefits and hospitality; corporate governance; labour and human rights; health and safety; and environmental management. Suppliers to the University are advised to review the Code and ensure that relevant areas of their business and supply chain meet these standards.

We are committed to the highest ethical standards

When conducting business with Deakin University you can expect that we will:

- comply with applicable laws, regulations, policies and procedures
- act with integrity and openness
- demonstrate fairness and transparency in our dealings with individuals and organisations
- disclose any perceived or real conflicts of interest
- encourage fair and open competition while seeking value for money and innovative solutions
- adopt procurement processes to make it easy to do business
- publish details of contracts awarded as required by legislation
- protect and prevent the release of commercial-in-confidence information
- not seek, or accept, any financial or non-financial benefits from potential, current or past suppliers
- respond to reasonable requests for advice and information, including tender debriefings
- investigate complaints.



We expect our suppliers and their supply chains to commit to the highest ethical standards

When conducting business with Deakin University we expect that you will:

- comply with applicable laws, regulations, policies and procedures
- ensure third parties acting on your behalf comply with this Code
- act with integrity and openness
- conduct business in an ethical and safe manner
- disclose any perceived or real conflicts of interest
- not discuss or disclose dealings with Deakin University to the media without approval
- pay your suppliers/contractors on time
- protect and prevent the release of commercial-in-confidence information
- ensure the security and proper use of government information, assets and materials
- not offer Deakin University employees/contractors any financial or non-financial benefits
- respond to reasonable requests for advice and information
- report breaches of this Code to Deakin University.

Implications of non-compliance with this Code

Suppliers should be aware that non-compliance with this Code when doing business with the University, or demonstrated corrupt or unethical conduct, could lead to:

- termination of contracts
- loss of future work
- loss of reputation
- investigation for corruption
- matter referred for criminal investigation
- suspension or removal from prequalification schemes and panel arrangements.

More information

Gifts, hospitality and other benefits

Suppliers must not during the course of a live procurement process offer or provide any financial or non-financial benefits to Deakin University employees/contractors.

Deakin University employees/contractors are not permitted to request financial or non-financial benefits and are expected to decline such offers.

Conflicts of interest

Conflicts of interest, whether real or perceived, must be immediately reported to the relevant Deakin University department or agency.

A conflict of interest can arise when a person's business and private interests intersect. Private interests can include a person's own professional and financial interests, as well as past and present associations with other individuals, groups or family.

Confidentiality and intellectual property rights

Information provided by or collected from Deakin University is provided on a confidential basis, unless otherwise explicitly indicated, or the information is already in the public domain.

Deakin University and our suppliers will respect and honour each other's confidentiality and intellectual property rights.

Environmental sustainability

We expect our suppliers to minimise the environmental impact of their operations and maintain environmentally responsible policies and practices.

Sponsorship

Any sponsorship arrangement must be open and transparent and should not create any perception that it will improperly influence the decision making of Deakin University.

Anti-discrimination

Subject to applicable laws, suppliers are expected not to discriminate against any worker based on age, disability, ethnicity, gender, marital status, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by law, in hiring and other employment practices.

Working hours, wages and benefits

Suppliers must:

- a. follow all applicable laws

- and regulations with respect to wages, working hours and workers compensation insurance;
- b. ensure that all workers receive their legally mandated minimum wages, benefits, superannuation and leave.

Labour and human rights

We expect our suppliers to provide a fair and ethical workplace free from workplace bullying, harassment, victimisation and abuse.

Suppliers are expected to provide goods and services in a manner consistent with any applicable human rights obligations.

Consistent with relevant modern slavery legislation, suppliers are expected to proactively identify, address and – where required by legislation – report on risks of modern slavery practices (defined broadly to include all forms of human trafficking, forced labour and slavery-like practices) in their business operations and supply chains.

Child labour

Suppliers shall not employ workers who are less than 15 years old, or under the minimum age for employment



in the country, whichever is greater. The supplier may provide legitimate workplace apprentice programs for educational benefit provided they are consistent with relevant International Labour Organisation Standards.

Workplace health and safety

We expect our suppliers to provide a safe work environment and integrate sound health and safety management practices into their business.

Suppliers must comply with all applicable laws and regulations relating to workplace, health and safety.

Environment

Suppliers must:

- Comply with all applicable laws and regulations relating to the environment, including any management and reporting obligations.

- Take a precautionary approach to potential environmental challenges associated with their operations.
- Minimise the environmental impact of their operations and maintain environmentally responsible policies and practices.
- Maintain an approach of continuous improvement and innovation in their approach to environmental impact, including the revision of existing, and adoption of new practices, processes, systems and technologies.

Anti-corruption

Suppliers will:

- Comply with all relevant anti-corruption and anti-bribery laws and regulations and have a preparedness to also meet applicable 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.

Grievance, whistleblowing and management

Suppliers shall allow Deakin University to perform, to the extent reasonably practicable, periodic evaluations of its facilities and operations.

Suppliers shall perform, to the extent reasonably practicable, periodic evaluations of its facilities and operations and the facilities and operations of its subcontractors and next tier suppliers that provide goods and services to Deakin University for the purposes of ensuring ongoing compliance with this Code.


Suppliers shall provide an impartial and transparent process for workers to lodge complaints and grievances relating to working conditions. Suppliers shall communicate to workers the complaints and grievance process in the workers native language immediately upon hiring.



Contact

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