



THE UNIVERSITY
of ADELAIDE

SUPPLIER CODE OF CONDUCT

The University of Adelaide is committed to undertaking procurement activities in an environmentally, socially, ethically, and economically responsible manner.

This Supplier Code of Conduct sets out the University's expectations for organisations providing it with goods or services.

Scope

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

This Code of Conduct sets out the expectations of 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.

The University expects suppliers 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 if requested are able to demonstrate that commitment to the University.

Legal compliance

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

Suppliers to the University must note that the University is a public authority and University staff and contractors are public officers with rights and obligations under the *Independent Commissioner Against Corruption Act 2012* (SA) and the *Public Interest Disclosure Act 2018* (SA). The University requires contractors to ensure all employees are aware of their rights and obligations to report conduct they reasonably suspect is corruption or serious misconduct or maladministration in public administration to the SA Office for Public Integrity.

Labour and human rights compliance

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

- Suppliers must not use forced, coerced, involuntary, or child labour.
- Suppliers must make all reasonable efforts to ensure businesses within their own supply chains do not use forced, coerced, involuntary, or child labour.
- Employees should be free to choose their own employment and be free to leave that employment without coercion.
- Suppliers must be prepared to provide the University with the names and geographic locations of their own suppliers, if requested, for the purpose of modern slavery risk assessments.
- Suppliers who are reporting entities under the *Modern Slavery Act 2018* must provide the University with a copy of their annual report, if requested.

The University expects suppliers 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.
- Respecting freedom of association and the right to collective bargaining, and allowing employees to join (without coercion) or be represented by a trade union or industrial organisation of their choosing.
- Ensuring your workplaces are free from harassment, bullying and discrimination.

The University expects suppliers 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.

Commitment to Supplier Diversity

The University supports supplier diversity and in its *Reconciliation Action Plan, Yangadlitya*, has committed to support Aboriginal and Torres Strait Islander owned businesses in our supply chain. The University also has a strategy in place to support social enterprises in our supply chain and encourages suppliers to mirror this commitment to supplier diversity in their own supply chains.

Ethical compliance

The University expects suppliers 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

The University expects suppliers 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.
- Being prepared to demonstrate or report to the University their environmental and sustainability practices, if requested. The University is particularly interested in data regarding scope 1 and 2 carbon emissions (as per the GHG protocol), if available.

Supplier commitment

Please confirm your acceptance of this Supplier Code of Conduct by arranging for an authorised representative of your company to sign below:

Name: Position:

Name of Company:

Signed: Date: / /

Once completed, please submit via email to strategic.procurement@adelaide.edu.au or via post to Strategic Procurement, Level 3, 50 Rundle Mall Plaza, The University of Adelaide, SA 5005.