# Supplier Code of Conduct

## CODE OF CONDUCT

The University of Melbourne (University) aspires to be one of the finest universities in the world, contributing to society in ways that enrich and transform lives. We recognise the impact of our contributors, including suppliers, to the realisation of this aspiration through our value chain.

The University acknowledges the business practices and behaviour of suppliers may impact upon the University’s reputation and operations. This Supplier Code of Conduct (Code) sets out the minimum standards of behaviour that the University expects its suppliers to meet in the areas of human rights, labour, environment and anti-corruption.

The Code is based on various principles and standards, including the United Nations (UN) Declaration of Human Rights, and International Labour Organisation conventions. The Code is aligned to the UN Global Compact’s ten principles, reflects the University’s strong commitment to the UN Sustainable Development Goals, and is developed in consideration of our response to the Commonwealth Modern Slavery Act (2018).

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. Adoption of the Code supports the University’s institutional strategy [*Growing Esteem 2015-2020*](https://about.unimelb.edu.au/__data/assets/pdf_file/0021/11694/Growing-Esteem-2015-2020.pdf)*,* and associated[*Sustainability Charter*](https://sustainablecampus.unimelb.edu.au/__data/assets/pdf_file/0011/1833266/UoM_Sustainability-Charter_Feb_18.pdf)and[*Sustainability Plan 2017-2020*](https://s3.ap-southeast-2.amazonaws.com/hdp.au.prod.app.um-ourcampus.files/2914/8480/0942/UoM_Sustainability_Plan_2017-2020_40pp.pdf).

## APPLICATION OF THE CODE

The Code is a living 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 the 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.

## COMPLIANCE WITH THE LAW

Suppliers must comply with the law in the countries in which they operate.

## HUMAN RIGHTS

Suppliers must:

* Respect and support the protection of Human Rights as set out in the [*UN Universal Declaration of Human Rights*](https://www.un.org/en/universal-declaration-human-rights/) and the [*UN Global Compact’s 10 principles*](https://www.unglobalcompact.org/what-is-gc/mission/principles)*,* including those of workers, as well as individuals and communities impacted by their operations.
* Ensure they are not complicit in direct or indirect human rights abuses throughout their operations.

## LABOUR

Suppliers must:

* Allow workers to freely and voluntarily establish and 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, payment of feeds and induced indebtedness throughout their supply chains.
* Comply with [*ILO Convention 138*](https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C138).
* Provide a safe and respectful work environment.
* 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.

## ENVIRONMENT

Suppliers must:

* Comply with all applicable laws and regulations relating to the environment, including any management and reporting obligations and a preparedness to also meet Australian standards where these are higher.
* 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.
* Have a documented environmental management system in line with recognised standards (e.g. ISO or EMAS).
* 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 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.

## EFFECTIVE MANAGEMENT

Suppliers must:

* Develop, maintain and implement policies consistent with this Code and maintain appropriate management systems and documentation to demonstrate compliance with the Code.
* Promote timely and balanced disclosure of material ethical, social and environmental matters, including those relating to this Code concerning the goods or services provided to the University.
* Be able to report on elements of this Code and the University may at any time review or audit a supplier’s compliance with this Code. In such event the supplier should co-operate by providing information, documents and access to University staff or a 3rd party.