



Supplier Code of Conduct

Our expectations

We are committed to ethical, sustainable and inclusive procurement that delivers for our community. This Supplier Code of Conduct outlines the expectations that we have of the suppliers we team up with to achieve this vision.

We have the following expectations of all suppliers, including their parent, subsidiaries, affiliates and subcontractors, who provide goods, services or construction works to us.

Ethical Behaviour

We expect our suppliers to:

- manage their activities, and conduct themselves, with integrity and in accordance with applicable laws regulations and ethical standards.
- not engage in any form of corruption
- be transparent about their ethical policies and practices.
- avoid conflicts of interest.
- do not offer any gifts or hospitality to Council Staff

Health and Safety

We expect our suppliers to:

- conduct their activities in compliance with applicable occupational health and safety (OHS) laws .
- maintain a safe work environment.
- comply with our OHS processes including completing our inductions, participating in tool box meetings, audits, inspections, reporting hazards and incidents, completing work permits and other activities as required.
- obtain and maintain relevant insurances.

Labour and Human Rights

We expect our suppliers to:

- actively encourage a workplace atmosphere that is free from discrimination, harassment and unfair treatment.
- protect human rights in accordance with the Victorian Charter of Human Rights and responsibilities.
- protect and ensure the safety of children.

Environmental Sustainability

We encourage suppliers to establish environmentally responsible business practices and proactively improve their environmental performance.

We expect our suppliers to:

- conduct their business in accordance with applicable laws, regulations and standards regarding the mitigation of impacts on, and protection of, the environment.
- work to improve their environmental sustainability and reduce their environmental impacts.

Corporate Social Responsibility

We encourage our suppliers to contribute positively to our communities.

Positive contributions could include:

- paying subcontractors promptly.
- seeking to engage subcontractors or businesses from the Macedon Ranges Shire region as part of the supply chain.
- support the living wage for all employees working on council contracts.
- consciously seek to support or provide meaningful benefit to socially disadvantaged groups, to the region and/or its communities as a normal part of the approach to day-to-day business.

Security

We expect our suppliers to:

- comply with any security requirements of which we notify them.
- adequately protect any information, assets, tools and materials we provide and return these promptly when requested.

Breaches of Code of Conduct

Breaches of this Code of Conduct should be notified to the Manager Legal & Corporate Governance. Complaints will be dealt with in accordance with Council's Complaints Policy.