

At Griffith University, we strive to make the world a better place through our core principles of excellence, ethical behaviour and engagement. Our values align with our commitment to the [United Nations Sustainable Development Goals \(SDGs\)](#) for a sustainable future for all.

We are committed to upholding and fulfilling the expectations and core responsibilities outlined in our Supplier Code of Conduct (Code), ensuring our policies, strategies, processes, supply chains and partnerships reflect our principles.

We want to work with suppliers who share our [vision, mission and values](#), and our commitment to investment in First Peoples, environmental sustainability, diversity and inclusion, and social justice. We expect our suppliers to adopt these principles throughout their supply chains. We believe that together we can make a difference.

Application of the Code

Supplier (as defined in our [Procurement and Supply Policy](#)) means an entity known to be capable of supplying the required goods and or services (including outsourced activities and services provided by third party providers). It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.

This Code has been developed considering key global and Australian legislation, standards, principles and policies outlined in this Code. We will update our Code as required to align with leading practices, emerging legislation and the Queensland Government's [Supplier Code of Conduct](#). Changes will be communicated promptly.

To comply with this Code, Suppliers must take reasonable steps to:

- read, understand and comply with this Code
- communicate (in the relevant language) this Code with their employees, related entities, third parties, suppliers and subcontractors to ensure that they are aware of, understand and comply with this Code
- comply with any additional obligations or higher standards agreed in contracts, agreements and purchase orders they have with us
- address any non-compliances with this Code including those by their employees, related entities, suppliers and subcontractors
- notify us in writing should they cease to be compliant with this Code and assist us in conducting audits, due diligence checks or investigations.

It is not our intention to penalise suppliers for honest mistakes or oversights that are found and corrected. However, suppliers who repeatedly or deliberately do not act in a manner consistent with this Code may be precluded from future business with us.

Compliance with all applicable laws, regulations and standards

Suppliers must take reasonable steps to comply with all applicable laws and regulations outlined in this Code. All references to "applicable laws and regulations" in this Code include local and national codes, rules and regulations as well as applicable treaties and voluntary industry standards. Where local industry standards are higher than applicable legal requirements, suppliers are expected to meet the higher standards. Suppliers must also ensure goods, services and works supplied comply with relevant Australian or International standards.

Social expectations

As part of our commitment towards social justice, we consider the implications of our actions on our staff, students, visitors and others (such as third party workers and the people within our communities), and ensure our relevant policies align with our values.

We want to do business with suppliers who support the welfare of their employees and the broader community. By doing so, we can foster a positive and sustainable impact on society. Our expectations of suppliers are described below.

Affirming the rights of Australia's First Nations peoples

Suppliers must take reasonable steps to prevent or mitigate any adverse impact their activities may have on the rights of Aboriginal and Torres Strait Islander peoples such as discrimination, right to safety, land rights, self-determination, cultural protocol, intellectual property rights, security, privacy and labour rights. Suppliers are encouraged to explore opportunities to engage Aboriginal and Torres Strait Islander businesses in their supply chains.

Read our [Reconciliation Statement](#) which outlines our commitment to promoting an environment valuing the cultures, knowledges and contribution of Aboriginal and Torres Strait Islander peoples. It includes a commitment to becoming a safe place, free from discrimination and actions which harms others, and a zero tolerance to racism - condemning racist behaviour and actively seeking to eliminate racism at all levels.

Acting against human rights exploitation in the supply chain, including addressing modern slavery risks

Suppliers must take reasonable steps to:

- respect and support the protection of human rights as set out in the [United Nations \(UN\) Declaration of Human Rights](#), the [United Nations \(UN\) Guiding Principles on Business and Human Rights](#), and the [UN Global Compact's ten principles](#), including those of workers as well as individuals and communities impacted by their operations
- where required by the [Modern Slavery Act 2018 \(Cth\)](#), report on risks of modern slavery practices

(defined broadly to include all forms of human trafficking, forced labour, child labour and slavery-like practices) in their business operations and supply chains

- our [Modern Slavery Policy](#) which outlines our commitment to acting against human rights exploitation in our operations and supply chains, including addressing modern slavery
- ensure they are not complicit in direct or indirect human rights abuses and modern slavery in any part of their operations and supply chains, including [forced, bonded, indentured or involuntary prison labour](#).
- identify, address and remediate human rights exploitation and modern slavery risks with their supply chains - conducting appropriate risk assessments and managing identified risks in vulnerable industries (such as textiles, clothing and footwear)
- where relevant establishing policies and practices that address supply chain risks of modern slavery and other human rights exploitation
- have processes in place (communicated in the employees relevant language) for their employees and workers that could be impacted by a business's activities (including in the supply chain) to raise grievances concerning business-related human rights harm and to seek remedy.

Suppliers must take reasonable steps to comply with the following when interacting with or exposed to children during their dealings with or on behalf of us, and includes all activities related to research, work, living and socialising whether this occurs on campus, at a different site or online.

- [Working with Children \(Risk Management and Screening\) Act 2000](#)
- [National Principles for Child Safe Organisations](#)
- [International Labour Organisation Conventions on child labour](#), including minimum age (Convention No. 138 and worst forms of child labour (Convention No. 182)
- our [Child Safety and Wellbeing Policy](#) which outlines our commitment, approach and application across the university community (as defined in the policy).

Workplace laws, regulations and instruments and labour rights – treating employees fairly

Suppliers must ensure compliance with all relevant [workplace laws, regulations and instruments](#) and the [International Labour Organisation Conventions](#), ensuring respect for every worker's workplace rights and entitlements. This includes but is not limited to:

- freedom of association, the right to collective bargaining and workplaces free of harassment. Read the [Australian Human Rights Commission fact sheet](#) regarding sexual harassment
- fair working conditions and wages, including safe and health workspaces, entitlements, superannuation and workers compensation
- not discriminating unlawfully in hiring and employment practices, including salary, benefits,

advancement, discipline, termination, retirement, race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, political opinion or disability.

When outsourcing, engaging or changing a third-party supplier, to deliver a function or activity on our behalf, we will work with the supplier, taking reasonable steps to ensure compliance with:

- all applicable workplace laws and regulations as outlined in this Code, including those relating to information security, privacy and confidentiality
- relevant university policies and procedures, which support and protect their employees.

Workers' workplace rights will be assessed on a case-by-case basis with support from specialist advisors as required. Suppliers will be required to demonstrate compliance with all applicable laws and regulations as part of the procurement process and maintain ongoing compliance for the term of the contract.

Ensuring workplace diversity

Suppliers must take reasonable steps to have mechanisms in place, such as policies and practices, that ensures workplace diversity and equal employment opportunity for all people. Suppliers are also encouraged to provide social benefit opportunities such as training and employment opportunities for disadvantaged and marginalised job seekers.

Read our [Equity, Diversity and Inclusion Policy](#) which outlines our commitment to equity, diversity, inclusion and belonging, and application across our university community (as defined in the policy).

Managing workplace health and safety

Suppliers (including contractors) are expected to help create a safe and healthy workplace by complying with our work health safety (WHS) management system ensuring:

- everyone has a right to a safe and healthy workplace
- the overall physical and psychological wellbeing of workers is essential in creating a rewarding and productive workplace
- that we recognise our responsibilities to work towards eliminating work-related injury and illness - we support and rehabilitate our injured employees
- a strong and open relationship with workers and health and safety representatives
- workers have a responsibility to act in a safe manner and to report risks and accidents as they occur.

When working with us under a contract, agreement or other documented work arrangement, we will:

- consult with contractors in relation to work health and safety duties and obligations to determine how shared responsibilities will be managed
- provide workers with a safe and healthy workplace in which physical and psychological risks are eliminated or mitigated - supervise workers to monitor their health and safety

- provide safe furniture, equipment as well as safe systems of work – train workers to ensure correct use and safe working practices
- provide adequate facilities for the welfare of workers and people visiting us
- consult with workers on matters that may affect their health and safety
- investigate health and safety incidents and implement further risk mitigation if needed
- undertake ongoing monitoring of the contract to ensure that contract specific WHS requirements are met.
- provide sufficient information to a supplier for them to understand how we will use a product
- comply with the supplier's recommendations about the safe use, storage and disposal of products that are supplied to us.

When suppliers are working with us under a contract, agreement or other documented work arrangement, we ask that they:

- comply with their obligations under Australian work health and safety legislation and the contract specific WHS requirements
- consult with us in relation to work health and safety duties and obligations to determine how shared responsibilities will be managed
- demonstrate that they have an effective WHS management system
- provide information on how health and safety risks have been eliminated or mitigated in work being undertaken for us
- comply with the contract specific WHS requirements for qualifications, licences and registration
- comply with the procedures that we have implemented to protect workers' health and safety
- report all incidents that have affected the health and safety of people
- provide sufficient information to allow us to monitor contract specific WHS performance.

When suppliers are supply goods to us, we ask that they:

- supply products that are designed and manufactured to a minimum of the Australian Standards to minimise the risk of injury to people working or visiting us
- install or construct plant or structures so that they will be safe
- provide sufficient information on the safe use, storage and disposal of the product so that risks can be eliminated or mitigated.

Read our [Health, Safety and Wellbeing Policy](#) which outlines our commitment to the health, safety and wellbeing of all people, and our application across the university community (as defined in the policy). Contractors must take reasonable steps to comply with this policy.

Acting to stop domestic and family violence

We are committed to preventing and ending domestic and family violence. We ask suppliers confirm their commitment in our invitation and contract documents. Suppliers should also take reasonable steps to have processes in place that complement existing legal protections, such as whistle-blower, support line, appointed domestic and family violence contact people within the workplace, awareness education and education for line managers on how to respond to domestic and family violence disclosures from employees and workers.

Read our [Domestic and Family Violence Procedure](#) which outlines our commitment and approach to supporting staff and students, and those supporting them, who have been impacted by domestic and family violence.

Complying with animal welfare legislation

Where a supplier is in charge of animals used to produce food and beverages provided to us, suppliers must comply with the relevant animal welfare legislation (including the [Animal Care and Protection Act 2001](#) and regulations), related codes, standards and guidelines at a minimum, regarding those animals.

Ethical expectations

Ethical Supplier Threshold

Suppliers must take reasonable steps to comply with the [Ethical Supplier Threshold](#) (as described the [Queensland Procurement Policy](#)), which outlines the wage and entitlement standards expected of suppliers who wish to do business with us and other Queensland Government entities.

Unethical conduct

We expect our Suppliers to operate in line with Griffith's values of ethical behaviour and excellence at all times. As such, Suppliers must not influence decision-making, engage in inappropriate supply market behaviours, engage in fraudulent or corrupt activities, or act in any manner that does not align with our values and commitments. For example, bribery or inducements (e.g., offering gifts and benefits), money laundering, collusive arrangements, misuse of market power and procuring dumped goods).

Read our staff [Code of Conduct](#) which promotes a professional, respectful, safe and inclusive and productive workplace, and our application across the university community (as defined in the policy). Contractors and consultants must take reasonable steps to comply with this policy.

Cyber Security & Privacy

Suppliers must take reasonable steps to protect our student's and employees' personal information by implementing industry best practices or standard technical and organisational security measures that align with our security policies. All references to 'personal information' includes sensitive personal information. Data must be treated as confidential information and only used for the purposes of providing services outlined in contractual conditions. Any data breaches must be reported to us immediately.

Our [Privacy Statement](#) outlines the personal information we collect and how we collect, use, disclose and protect personal information. Suppliers must apply adequate data privacy and security protection to protect personal information from unauthorised access, use and disclosure. Suppliers who collect, use, store or have access to our student's and employees' personal information must have adequate processes and procedures in place to monitor compliance with applicable Australian privacy laws and contractual privacy obligations.

Read our [Information Security Policy](#) which outlines our approach to information security to protect our information and information resources, and our application across the university community (as defined in the policy). Contractors and third party service providers accessing, using, holding, or managing information, information systems or IT assets on our behalf must take reasonable steps to comply with this policy.

Conflicts of Interest

Suppliers must promptly disclose any actual, potential or perceived conflicts of interest, whether during a procurement process or while under contract with us. If requested, suppliers should provide a copy of their conflicts of interest policy if they have one.

Read our [Conflict of Interest Policy](#) which outlines our framework for the identification and management of actual, potential or perceived conflicts of interest, and our application across the university community (as defined in the policy). Persons appointed or engaged by us to perform duties or functions on our behalf must take reasonable steps to comply with this policy.

Sub-contractor payment terms

Suppliers must offer payment terms to sub-contractors that comply with all applicable laws, including meeting Project Bank Requirements under the [Building Industry Fairness \(Security of Payment\) Act 2017](#), where applicable.

Sham contracting

Suppliers must ensure that any independent contractors they engage, are engaged and retained lawfully, ensuring that the arrangements are genuine, superannuation is paid when legally entitled, and that relevant tax liabilities are met. Read our [Engaging Contractors and Consultants Procedure](#) which outlines our approach to lawfully engaging and retaining independent contractors under genuine arrangements.

Environmental expectations

Suppliers must take reasonable steps to:

- comply with all applicable laws and regulations relating to the environment, including any management and reporting obligations
- have in place policies, procedures and practices to:
 - reuse or recycle
 - avoid or reduce waste, including plastic waste and use of plastic (especially single-use plastic) and disposable items
 - avoid or reduce hazardous and toxic substances use, storage, transportation and disposal

- reduce resource consumption, including raw materials, fuel, energy, and water. For example, the use of solar power or other renewable energy, use water saving taps and energy efficient light bulbs
- prioritise goods with the lowest whole-of-life environmental impacts by focussing on quality, durability, and products that can be reused, repaired and recycled, and that include recycled content
- ensure that farmed products or those harvested from terrestrial and aquatic ecosystems are ethically, sustainably and/or locally sourced where possible
- minimise packaging and ensure that wherever possible, packaging includes recycled content and can be recycled.

Our net zero carbon emissions goals by 2029 are based on defined emissions boundaries. Current emissions boundary includes:

- Scope 1 – direct emissions largely due to our own fleet and fugitive refrigerant emissions.
- Scope 2 – indirect emissions from energy use, and
- Scope 3 (partial) – indirect emissions due to business travel, waste and supply chain.

Achievement of these goals is driven by three key strategies – (1) *avoiding emissions*, (2) *reducing emissions* and (3) *generating and purchasing clean energy*.

Suppliers must take reasonable steps and have in place policies and plans for:

- transitioning to, the generation of and or the procurement of renewable energy
- reducing the risk of pollution, loss of biodiversity, deforestation, damage to ecosystems greenhouse gas emissions in line with science-based targets.

Read our [Environmental Sustainability Policy](#) which expresses our commitment to mitigating the impact of our operations on the climate and the natural environment, and our application across the university community (as defined in the policy). Suppliers and contractors must take reasonable steps to comply with this policy when on-campus. Learn more about our commitment to [Sustainability and the actions we're taking for the Sustainable Development Goals](#).

Raising concerns and reporting a breach

We are on a journey to transform lives and create a future that benefits all. It can only be successful if we voice the concerns of our suppliers and leverage their creativity and experience. Suppliers can raise concerns, ask questions or report a breach of the Code through the following channels:

- procurement@griffith.edu.au
- Whistleblowing | Public Interest Disclosures – refer to our [Public Interest Disclosure Policy](#)
- Chief Finance Officer:
Email: complaints@griffith.edu.au
Telephone: 61 7 373 57626
Nathan Campus, QLD, 4111