



Supplier Code of Conduct

For Contractors, Consultants and Suppliers

Introduction

Mildura Rural City Council is committed to engaging contractors, consultants and suppliers (hereafter suppliers) who conduct business in a safe, responsible and equitable manner and in compliance with all applicable laws, regulations and standards. Suppliers are expected to follow and comply with the requirements outlined in this Code of Conduct. This code of conduct will also apply to any sub-contractors engaged by the head supplier, and it is the supplier's responsibility to make any sub-contractors aware of this code of conduct.

1. CORPORATE GOVERNANCE AND ETHICS

Good corporate governance provides a foundation for professional, responsible and ethical business practices.

We expect that suppliers to Mildura Rural City Council will:

- Conduct themselves in a fair, ethical and professional manner
- Comply with all applicable laws, regulations and standards
- Not offer Council officers any inducements, gifts or hospitality
- Provide a full disclosure of any actual or potential conflict of interest that the supplier, or any of its employees, agents and subcontractors, may have in relation to the duties being performed
- Not engage in any collusive or anti-competitive conduct in the preparation of quotations or tenders
- Show courtesy and respect and not act in an abusive, harassing, degrading or demeaning manner towards Council, Council employees or the community.

2. HUMAN RIGHTS

Council is committed to supporting suppliers who respect human rights and provide workplaces free from discrimination, harassment and bullying. Additionally, Council is an accredited White Ribbon workplace, that campaigns to stop violence against women.

We expect that suppliers to Mildura Rural City Council will:

- Comply with relevant laws and regulations in relation to employment practices, wages and benefits, working conditions, and equal opportunity
- Promote a safe workplace free of discrimination, harassment, bullying and other related unlawful behaviour

- Provide a workplace that promotes the importance of a society free from violence and abuse and specifically understand and support the vision of the White Ribbon campaign (<http://www.whiteribbon.org.au/what-is-white-ribbon>).

3. HEALTH AND SAFETY

Suppliers are expected to recognise the importance of Occupational Health & Safety (OH&S) and the importance of providing a safe, healthy and secure work environment.

We expect that suppliers to Mildura Rural City Council will:

- Comply with relevant laws and regulations in relation to workplace health and safety, including any policy requirements of Council
- Develop and implement appropriate health and safety policies, statements and standards
- Not attend for duty under the influence of any intoxicating substance nor consume any intoxicating substance whilst on duty
- Report within 12 hours any accident, incident and near-miss to the Council
- Identify and report within 12 hours any workplace hazard and unsafe behaviour/conditions to the Council

4. INFORMATION KNOWLEDGE

Confidential information is important and is defined as any confidential information relating to the business of the Council that comes to the knowledge of the supplier.

We expect that suppliers to Mildura Rural City Council will:

- Keep confidential any information provided to the supplier for the purposes of undertaking their duties as a supplier
- Not use confidential or any other Council information to obtain an improper advantage for the Supplier or any other person
- Not release any document or information gained in the course of dealings with Council to the media or any other person without the prior written approval of Council
- Not undertake any media interviews in relation to their duties as a supplier to Council without the prior written approval of Council

Breaches of Code of Conduct

Breaches of this Code of Conduct should be notified to the Manager Corporate Administration (protected disclosures) or the Manager Financial Services (all other disclosures). Complaints of breaches of this Code of Conduct can be made by suppliers, employees, or by any other person. Complaints will be dealt with in accordance with Council's Customer Complaints Policy (CP048).

Breaches of this Code of Conduct may result in sanctions being imposed. These sanctions may include:

- The Supplier being held in breach of contract;
- The Supplier not being invited to provide future quotations to Council.