Supplier Code of Conduct

Purpose

This Supplier Code of Conduct describes RMIT's minimum requirements regarding the conduct of its suppliers of goods and services in the areas of labour and human rights, protection against modern slavery, environmental management, health and safety, corporate governance and ethical business practices.

Our suppliers must demonstrate that they align with our values and are willing to drive continuous improvement in their processes, to enable RMIT to meet the following Corporate Social Responsibility (CSR) commitments:

UN Global Compact

RMIT is a signatory to the Ten Principles of the UN Global Compact - this means operating in ways that, at a minimum, meet fundamental responsibilities in the areas of human rights, labour, environment and anti-corruption.

RMIT Values and RMIT Code of Conduct

One of our values is courage - We are honest and fair in our conduct and relationships. We embrace new thinking and evidence, test it rigorously and apply it to our own learning. We are strongly committed to performance, accountability and value for money. We speak out on issues of importance to our community and our world. We respect the rights of others and our obligations to the health of the planet.

RMIT Sustainability Policy

- Behave as a socially responsible organisation and ensure that our activities have a positive impact on individuals and communities.
- Ensure our strategies, processes, supply chains and partnerships meet fundamental responsibilities in the areas of human rights, labour, environment and anti-corruption to achieve a culture of integrity.
- Adopt a leadership role at a national and international level to shape a sustainable environment and society, contributing to the UN Sustainable Development Goals.
- Exceed, wherever possible, all legislative and regulatory requirements for sustainability and aim to achieve exemplary sustainable practice in all university operations.
- Assess and address the risks of modern slavery in our operations and supply chains through due diligence and remediation processes, as well as implement tools to assess the effectiveness of these actions.

RMIT Diversity and Inclusion Framework

RMIT creates life-changing opportunities for all, welcomes students and staff from diverse backgrounds, honours the identity and knowledge of Aboriginal and Torres Strait Islander nations, and is an accessible and open institution dedicated to serving the needs of the whole community.

RMIT Health and Safety Policy

RMIT is committed to developing a values-based health, safety and wellbeing culture and seeks to enhance the health, safety and wellbeing of its people so they can thrive in work and life.

Scope

The Supplier Code of Conduct ('Supplier Code') applies to all individuals and organisations ('Suppliers") wishing to engage with the University for the provision of goods and services.

Fundamental to this Supplier Code is a requirement that all Suppliers operate in full compliance with all laws, rules and regulations of the jurisdictions in which they do business.

The requirements outlined in the Supplier Code are not intended to supersede or alter the Supplier's regulatory and contractual obligations. RMIT requires all existing and new Suppliers to commit to compliance with this Supplier Code.

RMIT requires Suppliers to communicate the Supplier Code to their related entities, its own supply chain and sub-contractors who support them in supplying goods and services to RMIT, so that they are aware of, understand and comply with the Supplier Code.

RMIT seeks to work with Suppliers to meet and exceed minimum requirements as outlined in the Supplier Code and continuously strive to improve the standard of its business practices.

Supplier Requirements

RMIT requires our Suppliers to meet the following standards within their own organisations, throughout their operations, supply chains and whilst undertaking work for RMIT. They must inform RMIT immediately if they become aware of any issues that are in breach of this Supplier Code:

Human Rights and Labour Practices

RMIT believes that all workers in its operations and supply chain deserve to be treated with dignity and respect. Suppliers are required to provide a fair and ethical workplace which upholds human rights (including anti-modern slavery) and labour rights, integrating appropriate policies and practices into its business.

- Suppliers must have adequate and reasonable policies, controls, procedures and training designed to prevent, detect, assess, manage and remedy adverse human rights impacts or human rights breaches in their operations and supply chains.
- Suppliers are expected to commit to due diligence activities to identify, prevent and mitigate modern slavery risk.
- Suppliers must ensure that their workers have freedom of association and collective bargaining.
- Suppliers must not to engage in any labour hire practices that involve force, compulsion or child labour.
- Suppliers must comply with all applicable laws with respect to employment, superannuation and workers compensation insurance.
- Suppliers must not discriminate against any worker based on any status or attribute protected by law, in hiring and other employment practices.
- Suppliers must commit to a workplace free from workplace bullying, harassment, victimisation and abuse.
- Suppliers must provide goods and services in a manner consistent with all applicable human rights obligations.
- Suppliers must have in place measurable diversity, accessibility and inclusion plans.
- Suppliers must provide a healthy and safe work environment and integrate sound health and safety management practices.
- Suppliers must ensure that they complete all supplier registration, vetting and due diligence requirements requested by RMIT.

Environmental Management

RMIT is committed to promoting environmental responsibility. Suppliers are expected to minimise the environmental impacts of their operations (including supply chains) and maintain environmentally responsible policies and practices, including:

- Energy efficiency
- Greenhouse gas emissions reduction
- Pollution control
- Biodiversity and preservation of natural habitats

- Water usage and treatment
- Responsible resource consumption
- Waste minimisation
- Preserving cultural heritage

Ethical Business Practices

- Suppliers are required to comply with all anti-bribery, anti-corruption and anti-money laundering laws.
- Suppliers must not engage in fraudulent, corrupt or collusive activities in breach of laws and regulations, whether directly or indirectly.
- Suppliers must fully comply with obligations under all applicable State, Commonwealth and International laws and demonstrate compliance.
- Suppliers must demonstrate policies and practices are in place to prevent bribery, deceptive, dishonest, corrupt or inappropriate behaviours.
- Suppliers must manage and monitor their supply chains to minimise human rights, labour, environment and bribery/corruption risks.
- Suppliers must proactively manage data security and protect intellectual property.
- Suppliers must be open and transparent about Corporate Social Responsibility practices and be willing to assist RMIT in driving outcomes.

Monitoring

Suppliers must self-assess their compliance with the Supplier Code and take timely action to correct any deficiencies or breaches reported or identified by an audit, assessment, inspection, investigation or review.

Suppliers must notify RMIT if at any time they believe they cannot adhere to the requirements outlined above.

Suppliers are required to provide information to RMIT in relation to the Supplier Code on request.

Reporting

Contact procurementrequests@rmit.edu.au to:

- Report any suspected or actual breaches of this Supplier Code
- Provide feedback, raise any concerns and seek clarifications on the Supplier Code

Non-compliance

An obligation to comply with this Supplier Code will be included in all contracts between RMIT and its business partners. Accordingly, non-compliance with the code will be a breach of the terms of your contract and may entitle RMIT to terminate that contract.