

# University of New South Wales (UNSW)

## Supplier Charter

### Our commitment to driving sustainable and ethical procurement practices

#### Purpose

The purpose of this Charter is to outline the expectations and shared commitments by UNSW and all suppliers and partners that deliver goods, services and work at, to, or on behalf of UNSW (including subcontractors).

UNSW is committed to work with our suppliers to ensure that ethical conduct is maintained throughout our engagements.

#### Application of this Charter

All suppliers and partners that deliver goods, services and work at, to, or on behalf of UNSW (including subcontractors) are expected to commit to the Charter. Acceptance of this Charter establishes that suppliers will work with UNSW in good faith, openly and collaboratively, to positively contribute to UNSW's commitments. UNSW may request that a supplier provide information and evidence or initiate (as required) corrective action plan(s) during any phase in the procurement lifecycle, irrespective of value or risk. Should these requests be sought, it is imperative they be prioritised.

Suppliers must operate in full compliance with laws, rules and regulations of the jurisdiction/s where they do business. The expectations outlined in this Charter do not supersede or alter existing regulatory and/or contractual obligations.

#### Supplier commitments

There are five key commitments that UNSW expects suppliers to adhere to when transacting at, with, or on behalf of, UNSW to comply and contribute to UNSW's vision and key strategic initiatives:

- complying with laws, rules and regulations, implemented at a state, national and global level, including the [Code of Conduct and Values](#) and relevant UNSW policies and procedures.
- complying with requests for information, collaborating with UNSW (or authorised third parties) to implement and/or manage corrective/remediation plans.
- displaying strong business ethics, collaborating transparently with customers, suppliers and UNSW, to identify improvements and implement robust sustainable supply chain practices, wherever possible.
- striving to provide goods and services which have been ethically sourced, as well as committing to review and address modern slavery risks in the supplier's operations and supply chains across its jurisdictions of operation.
- conducting business and delivering services for, or on behalf of UNSW in a respectful manner, ensuring the absence of bullying, harassment, victimisation, retaliation, unlawful discrimination, violence (including physical and/or verbal abuse) or gendered violence to achieve responsibilities for ethical conduct when dealing with our students, staff and community.

Over and above compliance, these commitments aim to protect and improve workplace and social conditions for workers and communities as well as our natural environment locally and globally.

# Principles and objectives

## 1. UNSW's commitments

- 1.1. UNSW encourages engagement from a diverse range of organisations, from sole traders to global enterprises, with the aim of jointly contributing to UNSW's strategic focus on maximising our positive impact on society.

UNSW's [Code of Conduct and Values](#) supports our commitment to building a positive, productive and open culture.

UNSW is committed to:

- conducting our engagements ethically
- acting with integrity, honesty and trust
- strengthening our third-party supplier relationships, including our non-commercial and research partners
- striving to support the people, communities and supply chains that we work with, both locally and overseas
- achieving value for money
- displaying respect, demonstrating excellence, driving innovation, building collaboration and embracing diversity
- advancing sustainable development initiatives both locally and globally
- prioritising physical and psychosocial (including cultural) safety.

UNSW aims to deliver outstanding environmental, social and economic benefits to the [UNSW community](#) through understanding and strengthening our supply chains. Ensuring that UNSW and our suppliers engage in [Sustainable Procurement](#) practices is essential to meeting our strategic objectives.

These commitments result in value for money through strong supplier partnering, sustainable sourcing practices, and consistent and transparent commercial processes.

UNSW is committed to partnering with our Tier one suppliers to ensure that these priorities are reflected through our value chains.

## 2. Responsibilities for ethical conduct

### 2.1. Business integrity

The UNSW community acts with integrity, honesty and trust. UNSW has a responsibility to ensure that its activities, including those of its staff and affiliates, conform to acceptable standards of integrity and good conduct. Suppliers are expected to:

- accurately disclose, mitigate, manage and monitor all actual, potential or perceived conflicts of interest and
- perform duties with integrity and without favouritism or bias impartially.

When transacting with UNSW, suppliers must not offer or attempt to offer gifts or benefits to UNSW staff or affiliates that would breach the [Gifts and Benefits Policy](#) and [Gifts and Benefits Procedure](#).

### 2.2. Anti-bribery, fraud and corruption

UNSW expects suppliers to have measures in place to prevent bribery, fraud and corruption including:

- ensure established business integrity policies and practices exist to support strong commercial compliance and ethics (including the protection and privacy of any personal information, intellectual property and proactively combatting bribery, fraud and corruption).
- actively seek information from third party supplier(s), partners and affiliates on their business practices (including conducting audits, providing regular training and setting conduct standards,

and partnering to set appropriate controls to prevent reputational and profitability impacts across direct and indirect supply chains).

### 2.3. **Work, health and safety**

The health and safety of the [UNSW community](#) and visitors is of utmost importance to UNSW. Our [Health and Safety Policy](#) affirms our commitment to the [Work, Health and Safety Act 2011](#) (Cth) and to providing our workers and students with a safe and healthy place in which to work, study or research. UNSW's work practices must not compromise the health or safety of others present on our campuses or when attending another workplace.

Our commitment to health and safety allows us to teach, conduct research and promote scholarship at the highest international level through the attraction and retention of high-quality staff, students and other partners. UNSW and its suppliers and their contractors are bound by relevant state and federal legislation in relation to standards and conduct.

We expect our suppliers to:

- meet their work, health and safety (WHS) legal obligations,
- provide a safe and healthy working environment for their staff and contractors,
- report, monitor and manage WHS risks in line with applicable laws and standards and
- be aware of and comply with all UNSW site-specific safety requirements.

When managing health and safety risks, we expect suppliers to make every effort, where reasonably practicable, to eliminate or control risks from hazards, including psychosocial hazards associated with the workplace and the work performed by workers.

### 2.4. **Modern Slavery**

UNSW is committed to reducing modern slavery risks and upholding human and labour rights across our value chains.

Our commitments in relation to minimizing our supply chain's involvement or contribution to modern slavery are outlined in UNSW's [Modern Slavery Prevention Policy](#). UNSW expects suppliers to:

- comply with the [Modern Slavery Act 2018](#) with information requests relating to mandated and non-mandated reporting requirements.
- perform due diligence on their value chains and have documented mechanisms in place to manage any identified risks of modern slavery both within the supplier's operations and extended supply chains.
- have grievance mechanisms in place for addressing whistleblowing or complaints related to modern slavery or labour rights breaches or commit to reporting such matters to UNSW if they arise.
- ensure working hours, wages, and entitlements comply with the [Fair Work Act 2009 \(Fair Work Act\)](#) and any overseas regulatory bodies which provide employment governance practices and/or in jurisdictions where the supplier has direct operations and/or supply chain operations.
- ensure that freedoms to associate and to bargain collectively are provided as a fundamental right.
- collaborate with UNSW to review the work and pay conditions of staff as requested.

### 2.5. **Environmental Sustainability**

UNSW's Environmental Sustainability Plan outlines UNSW's commitments and targets to reduce our environmental impacts. UNSW expects suppliers to:

- demonstrate commitment to environmental sustainability through company policies, systems, and product stewardship programs, adhering to international standards where applicable<sup>1</sup>.

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<sup>1</sup> ISO 14001 – Environmental management Systems – Requirements with guidance for use.

- contribute to UNSW's goal to achieve net zero emissions by setting 1.5°C-aligned targets, implementing emission reduction initiatives and engaging with UNSW on emission reduction activities and reporting.
- regularly review operations to reduce environmental inputs and impacts in the manufacture and delivery of goods and services.
- ensure that product packaging is appropriate and not excessive, that it can be readily reused or recycled through widely available collection systems and uses recycled content where possible<sup>2</sup>.
- promote circularity by prioritising durable products with minimal environmental impact that are designed for reuse, repair, recycling, and incorporate recycled content.
- source materials, such as timber, from terrestrial and aquatic ecosystems, ethically, sustainably, and locally where feasible.
- provide accurate information about the attributes of a product, service or business and sustainable practices, to avoid misleading claims<sup>3</sup>.

## 2.6. **Equity, Diversity and Inclusion**

UNSW has committed to implementing a strategy to broaden our support for social enterprises in our supply chain and extend the accessibility of our goods and services.

Our principles in relation to Equity, Diversity and Inclusion are outlined in UNSW's [Equity, Diversity and Inclusion Policy](#). UNSW expects suppliers to:

- foster a diverse and inclusive workplace that encourages and promotes the wellbeing of all people and prohibits discrimination and harassment in accordance with Australia's federal and state anti-discrimination laws.
- identify and implement opportunities for supply chain diversity which may include, but are not limited to, Indigenous owned businesses, social enterprises, women owned business, disability enterprises, LGBTQIA+ communities and other diverse businesses.
- strive to provide products and services which are accessible for our UNSW community, and which demonstrate compliance to accessibility standards<sup>4</sup>.

## 2.7. **Access to information**

Suppliers who provide services to the public on behalf of UNSW for the purposes of the [Government Information \(Public Access\) Act 2009](#) (NSW) (GIPA Act) must ensure that UNSW has a right of access to information relating to the services. Such information is deemed to be government information.

Under the GIPA Act, members of the public have a legally enforceable right to be provided with access to government information unless there is an overriding public interest against disclosure of the information. The Supplier, as the custodian of government information, must undertake adequate searches and deliver the relevant information to UNSW upon request in accordance with its contractual obligations.

## 2.8. **Handling information**

Suppliers must handle information relating to UNSW in accordance with terms of applicable agreements, including principles for the ethical and responsible use of artificial intelligence. Any AI systems and their lifecycle used in relation to work at, for or on behalf of UNSW must be trustworthy, safe, reliable, identifiable, explainable, accountable, contestable, secure and resilient.

Suppliers must have processes in place to manage records and data, including personal and/or health information, in line with applicable legislation, standards and policies.

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<sup>2</sup> See the [Australian Packaging Covenant's Sustainable Packaging Guidelines](#) for packaging guidance.

<sup>3</sup> See the [Australian Competition & Consumer Commission's guidance on Environmental and sustainability claims](#).

<sup>4</sup> See the [Australian Policy - Centre For Accessibility Australia](#).

## 2.9. Research activities

UNSW has adopted the [Australian Code for the Responsible Conduct of Research](#) and the [Model Code for the Protection of Academic Freedom and Freedom of Speech in Australian Higher Education Providers](#). Where suppliers are engaged in research, departures from the standards of conduct outlined in [Australian Code for the Responsible Conduct of Research](#) and adopted guides may constitute a breach of that Code and this Charter.

## 3. Compliance

- 3.1. Suppliers conducting business with UNSW are expected to comply with the commitments set out in this document.

Non-compliance with the outlined commitments may lead to:

- Termination of contracts
- Loss of future work
- Legal action
- Loss of reputation.

## 4. Reporting misconduct, unethical and suspected breaches

- 4.1. UNSW manages its resources and finances responsibly in accordance with statutory and contractual responsibilities and policies. The UNSW community speaks up against instances of corruption, fraud, theft, bribery, unreasonably influencing others, acting dishonestly or unethically in a way that constitutes or involves a breach of public trust, and the misuse of intellectual property, resources, information technology, materials and information occurs. We prevent, detect, report and respond to serious wrongdoing<sup>5</sup> and fraud and corruption risks.

Suppliers who identify any of these instances can make a voluntary PID in accordance with the [Public Interest Disclosures Act 2022](#) (NSW) and receive protections when they do. UNSW recognises the valuable contribution of those who report serious wrongdoing and will manage PIDs in accordance with UNSW's [Public Interest Disclosure \(Whistleblowing\) Policy and Procedure](#).

To make a voluntary PID, please visit [Whistleblowing – Conduct and Integrity Office | Planning & Assurance – UNSW Sydney](#).

- 4.2. For reporting relating to all other misconduct or unethical behaviour, UNSW will manage these in accordance with the UNSW [Complaints Management and Investigations Policy and Procedure](#).

To lodge a complaint or find out more information on how to use this service should it be required, please visit [SpeakUp at UNSW - Conduct and Integrity Office | Planning & Assurance - UNSW Sydney](#).

### Revision History

| Version | Approved by   | Approval date   | Effective date  | Sections modified  |
|---------|---------------|-----------------|-----------------|--|
| 1.0     | Director, P2P | January 2020    | January 2020    | New document.  |
| 1.1     | Director P2P  | 6 October 2021  | 6 October 2021  | Environment section updated.<br>Revision history included.   |
| 1.2     | Director P2P  | 10 October 2024 | 10 October 2024 | All sections updated.<br>Work Health and Safety, Access to information, Handling information, Reporting misconduct and Research activities sections added. |

<sup>5</sup> Serious wrongdoing means one or more of the following: (1) Corrupt Conduct, (2) a government information contravention, (3) a local government pecuniary interest contravention, (4) Serious Maladministration, (5) a privacy contravention, and (6) a serious and substantial waste of public money.