

University of Waikato - Supplier Code of Conduct

Purpose

The University of Waikato (“**University**”) is committed to operating in a responsible and sustainable manner and expect our suppliers to do the same. By sharing our commitment to the environment, our people, our customers and our community we can collectively add value and minimise risk across our environmental, social, ethical, cultural and wider economic drives as part of our ongoing business requirements.

Our Supplier Code of Conduct (“**Code**”) details our requirements for all of our suppliers who provide goods or undertake services or works to the University. Suppliers are expected to ensure awareness and compliance with this Code, as well as all other relevant policies and procedures provided by the University.

Scope

The University recognise all those third parties who contribute to our supply chain and operations across the University and (“**Supplier(s)**”) includes suppliers, contractors, subcontractors, service providers, consultants, and agents.

Suppliers must ensure that this code of conduct and its principles are aligned their own supply chains and of any party they engage on behalf of the University. Suppliers are responsible for communicating this Code to their employees, their suppliers and taking action to address non-compliance.

The Code covers:

- Human Rights and Working Conditions;
- Ethical Sourcing
- Health and Safety
- Environmental Management
- Community Engagement
- On-site Conduct

Code of Conduct

Human Rights and Working Conditions

The University advocates for and supports the protection of human rights and is guided by principles such as the NZ Human Rights Act 1993, the United Nations Universal Declaration of Human Rights, UN Convention of the Rights of the Child and the International Labour Organisation (ILO) Core Conventions.

Modern slavery is a key human rights risk, both in operations and supply chains. The University is committed to ensuring it is not doing business with individuals or companies who knowingly profit from modern slavery. At a minimum, suppliers must:

- Comply with all applicable anti-slavery and modern slavery laws and must not engage in any modern slavery practices, including using forced, bonded, involuntary labour or human trafficking.
- Treat their employees fairly, with dignity and respect, and maintain the highest levels of professionalism, honesty and personal integrity in all actions;
- Not discriminate against any worker based on age, disability, ethnicity, gender, marital status, pregnancy, national origin, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by applicable national or local law, in hiring and other employment practices;
- Ensure that all work is voluntary and will not traffic persons or use any form of slave, forced, bonded, indentured, child labour or prison labour;
- Conduct their activities in a manner that respects human rights and complies with all relevant laws and regulations in relation to employment practices, human rights, discrimination, harassment and bullying, including but not limited to the Australian Modern Slavery Act 2018 (Cth), the International Labour Organisation conventions (ILO) and The Human Rights Act 1993;
- Follow all applicable laws and regulations with respect to working hours and days of rest, and shall meet all legal requirements relating to wages and benefits;
- Pay workers lawful wages, including equal pay for equal work;
- Ensure employees who wish to disclose any serious wrongdoing may do so in accordance with the Protected Disclosures Act 2000 and be protected from any civil or criminal liability in respect of the disclosure or any retaliation or victimisation as detailed in the Human Rights Act 1993;
- Provide employees with the appropriate level of training to perform their role and to comply with this Code;
- Freely allow workers' lawful rights to associate with others, form and join (or refrain from joining) organisations of their choice, and bargain collectively, without interference, discrimination, retaliation, or harassment;
- Promote and maintain a workplace that is free from bullying, harassment and discrimination;
- Ensure no form of physical, sexual, psychological or verbal harassment or abuse of any kind is tolerated within their organisation; and
- Suppliers must not be convicted or investigated in relation to any practice that amounts to modern slavery practice, or be publicly named by any organisation alleging the Supplier has engaged in modern slavery practices.
- Suppliers must procure (so far as is reasonably practicable) that its officers, workers, employees, agents, subcontractors and any other persons who perform services for or on behalf of it in connection with the relevant supply arrangements with the University comply with the above and immediately notify the University upon becoming aware of any incident, complaint or allegation that the Supplier or any entity in its supply chain has engaged in modern slavery.

Ethical sourcing

The standards maintained by our suppliers are critical to delivering our vision of being a responsible and ethical New Zealand business. Suppliers must:

- Act ethically by engaging others and accepting of their responsibility for their behaviour;
- not engage in unethical conduct in any commercial dealings for or on behalf of the University or in the delivery of their obligations, including but not limited to:
 - dishonest, fraudulent, corrupt or illegal conduct; or
 - unlawful or improper payments, in cash or in kind,

from a University employee to a supplier or from a supplier to a University employee, including:

- bribes;
- favours;
- secret commissions;
- facilitation payments in cash or kind;
- other kick-backs; or
- inappropriate gifts.

by:

- falsifying documents or other unacceptable or unethical behaviour or actions that has the potential to damage the University's property, people or reputation; or
- abuse of authority, threats, intimidation or harassment.
- Suppliers will be responsible for the observance and performance of the obligations by all persons performing services or providing goods in connection with the relevant supply arrangements on behalf of the supplier or acting under the supplier's supervision or control.
- Foster an inclusive culture in which diversity is valued and is free from harassment and discrimination;
- Not engage in corruption, extortion, embezzlement or bribery to obtain an unfair or improper advantage;
- Respect the University's Intellectual Property rights by complying with all legal and contractual requirements;
- Disclose any actual, perceived or potential conflict of interest to the University, including any employee or contractor of the University who may have a financial or other interest of any kind in the supplier's business; and
- Maintain transparent and accurate financial and business records to demonstrate compliance with applicable laws and regulations as well as generally accepted accounting standards.

Health and Safety

Health, safety and wellbeing are important to the University. We expect our suppliers to:

- Provide healthy and safe work environments and, when relevant, living conditions;
- Maintain appropriate health and safety processes that comply with all its obligations under the Health and Safety at Work Act 2015 and all other relevant workplace legislation, regulations and guidance issued by the regulator;
- Maintain a health and safety policy that is freely available to all staff and provide employees and contractors with appropriate workplace health and safety training; and
- Provide evidence of compliance with the University's [Safety and Wellness Policy](#) and practices upon request.

Environmental Management

The University is committed to minimising our impact on the natural environment, and therefore expect our suppliers to:

- comply with local and national environmental laws and regulations, ensuring no impact on the health of the local environment and community.
- use reasonable endeavours to comply with international standards on environmental protection.
- Comply with relevant local legislation and environmental approvals;
- maximise the efficient use of energy, water and raw materials;

- conduct activities in such a way that will minimise impact on the environment, for example through management of waste disposal, air emissions and pollution;
- Seek to reduce negative impacts on the environment through selection of sustainable products; and
- be able to demonstrate how carbon emissions associated with their direct business are activity being managed and how low carbon options can be offered to the University as an alternative option.

Community Engagement

The University is committed to being a good corporate citizen to our community. We encourage our suppliers to be the same and at a minimum, suppliers must:

- Engage with our communities in a way that respects and values their diversity;
- Operate in a way that supports the social and economic wellbeing and resilience to the community;
- Work collaboratively with suppliers, partners, customers and communities to deliver better outcomes; and
- Consider procuring goods and services from local businesses as well as staff from the communities in Hamilton and wider Waikato Region wherever possible.

On Site Conduct

Responsibilities

The Supplier/Contractor is responsible for:

- ensuring this Code of Conduct is effectively communicated to, and complied with by, all its Staff who are to enter upon University premises;
- ensuring that all its Staff who will carry out work on University premises undergo any required Induction process prior to commencement of work on the premises;
- ensuring that its Staff understand and comply with all reasonable University policies, procedures, rules and safety requirements made known to it by the University;
- monitoring the behaviour of its Staff attending University premises and ensuring that behaviour is at all times in accordance with this Code of Conduct;
- providing any special clothing and protective devices required by its Staff to comply with University policies and procedures or other safety requirements; and
- ensuring that its responsibilities under the Health and Safety at Work Act 2015 are discharged in relation to its operations on University premises.

The University is responsible for:

- communicating or directing all Suppliers to any University rules, policies, procedures and safety requirements applying to the facilities and premises where work is being performed;
- providing the Supplier/Contractor with information on the University's Contractor Induction process;
- promptly reporting to the Supplier/Contractor any observed breaches of the Code of Conduct by their staff; and
- ensuring that its responsibilities under the Health and Safety at Work Act 2015 are discharged in relation the Supplier/Contractor's operations on University premises.

Confidentiality

Staff must comply with all requirements relating to confidentiality set out in the Agreement. Where any breach occurs the University may prohibit the supplier or their staff member involved from entering onto the University premises. The University's exercise of its right under this clause does not prevent it taking any other action legally available to it as a result of such a breach.

Personal Identification, Appearance And Conduct

- When first arriving on University premises, Staff must follow all reporting requirements as advised to the University. At all times while on University premises, all Suppliers and their staff must ensure that they are identifiable.
- When first arriving at student accommodation facilities during office hours, suppliers must inform the appropriate facility office or the central Accommodation Office that they are on site.
- When first arriving at student accommodation facilities after hours, suppliers must phone the appropriate facility duty-phone (as posted on the office door) to inform the duty staff member that they are on site.
- Suppliers must be mindful that student accommodation facilities comply with the Residential Tenancies Act and 48 hours' notice is required to be given to enter resident's bedrooms unless the matter is urgent.
- Supplier must wear clothing appropriate to the premises they work in and the tasks they are required to work on.
- The Supplier will ensure that they wear protective clothing where appropriate.
- When working in high risk areas such as areas where food is handled or stored, or where sensitive products are stored suppliers must ensure that they adopt standards of cleanliness appropriate to the environment.
- Any member of staff of the Supplier (including sub-contractors) who are aware that they are suffering from infectious or contagious medical conditions including, but not limited to, Covid-19 should avoid visiting site until they are no longer considered contagious.
- Suppliers will at all times conduct themselves in a manner that is appropriate to the environment in which they are working. They must be mindful of the sensitivities of University Personnel, students and members of the public. For example; Suppliers must not exhibit or practice racist, sexist or any other behaviour that might reasonably be considered offensive.
- Suppliers will at all times respect the privacy University employees and students.
- The removal of any property belonging to the University or belonging to any University Personnel, sub-contractor, agent, student or any member of the public by the Supplier without University authority will result in the relevant Supplier staff member being refused further access to University premises. The Supplier/Contractor may also take further action as it deems necessary and the Supplier and their staff member involved may also face prosecution.
- Suppliers working on site at the University must not receive, for any reason, directly or indirectly, a fee, reward, or gratuity from any staff member, student or member of the public. Any Supplier infringing this restriction will be refused further access to University premises.
- Whenever there is due cause to doubt the propriety of any proposed action or behaviour, the Supplier should seek prior approval from the appropriate University Personnel before proceeding.
- The Supplier staff must comply with The University's [Smoke Free Policy](#).

Performance of Duties

- Supplier will perform their duties in a manner that will cause minimum disruption to University personnel and operations.
- Supplier must comply with all University restrictions on the use of communication equipment, cell-phones and other devices that may interfere with University equipment or University Personnel. Active cell-phones, pagers or radio-telephones must not be brought within two (2) metres of any item of specified electrical or electronic equipment and they must be switched off in any notified, restricted area for RF Hazards.
- Supplier will at all times be mindful of the safety of University Personnel, students and the public.
- Supplier will abide by all advertised or published University rules, policies and procedures applying to the site and premises on which duties are being performed including, but not limited to, speed restrictions, parking restrictions, restrictions on access to defined areas and the use of security passes.
- On completion of every piece of work performed, Supplier will ensure that the premises are left in a tidy and clean state.
- While on University premises Supplier will respond in an emergency in the same way as required of University Personnel.

Communications with University Personnel

- Suppliers will be courteous in all dealings with University Personnel.
- Suppliers will obey all reasonable instructions given by University Personnel who possess the apparent authority to give such instructions.
- Suppliers will keep appropriate University Personnel informed of the progress of work if deemed necessary by the University's project / relationship owner.

Breaches of Code of Conduct

- Failure of any Supplier staff member to observe/comply with any of the provisions contained in this Code of Conduct and in their Agreement may result in legal action being taken against the Supplier/Contractor and the Supplier staff member involved personally if appropriate.
- The University retains the right to refuse access to all University premises for any Supplier staff member who breaches any of the provisions contained in this Code of Conduct.
- Breaches of the Code may negatively impact supplier's business relationship with the University and may include (but not be limited to) contract termination.