

# Supplier Code of Conduct



JAMES COOK  
UNIVERSITY  
AUSTRALIA



# James Cook University Supplier Code of Conduct

James Cook University (JCU) wants to do business with ethically, environmentally and socially responsible suppliers.

This Supplier Code of Conduct (Code) sets out the expectations that JCU has of businesses that want to sell their goods or services to JCU and outlines what constitutes a responsible supplier.

It enhances our commitment to help local communities prosper and support genuine local businesses by outlining clear standards and expectations.

## 1. Application

This Code applies to all procurement activities regardless of their value. Suppliers should refer to the Code when considering supplying to JCU. JCU reserves the right to do business with suppliers who demonstrate compliance with this Code. Suppliers are expected to proactively self-assess compliance and take action to remedy any shortcomings.

In applying the Code, JCU will consider both the value and complexity of the procurement activity and include questions on the Code in procurement documentation. Suppliers with queries on how the Code is applied in any procurement activity should contact [spg@jcu.edu.au](mailto:spg@jcu.edu.au). The Code complements existing JCU policies and procedures. Breaches of your contractual, policy and legal obligations may result in penalties under the Queensland Government Ethical Supplier Mandate.

## 2. Compliance with Relevant Legislation

In addition to any specific items mentioned elsewhere within this Code, you must comply with all relevant legislation and standards.

## 3. Ethical Expectations

Our procurement is conducted in an environment of integrity, probity and accountability. We are committed to the highest ethical standards and expect our suppliers to commit to the same. You can show this by doing the following:

### 3.1 Meeting the Ethical Supplier Threshold

You must comply with the Ethical Supplier Threshold, as described within the Queensland Procurement Policy (clause 2.3).

### 3.2 Managing conflicts of interest

You must ensure that all conflicts of interest (whether actual, perceived or potential) are disclosed as soon as possible.

### 3.3 Demonstrating high standards of conduct

You must ensure that your business' behaviour is beyond reproach. You must not engage in fraudulent or corrupt activities including, for example, bribery or money laundering, or act in any manner which, by association, brings the government into disrepute.

### 3.4 Handling information

A diligent and practical approach must be taken to ensure sensitive information is appropriately managed in line with confidentiality agreements and any policies.

### 3.5 Not engaging in inappropriate supply market behaviours

You should encourage innovation and competition and must not act in a manner which involves a misuse of your market power or would be otherwise improper (e.g. collusive arrangements). This includes not procuring dumped goods.

### 3.6 Acting properly toward JCU officers

You are expected to be respectful of the ethical and code of conduct requirements that our staff need to meet, and not engage in actions which run counter to these obligations. You must not try to influence decision making through the use of inducements (e.g. offering gifts and benefits). Your conduct should recognise the expected integrity and accountability of JCU staff and their adherence to the JCU Code of Conduct.

### 3.7 Model good business practices

Your business should be conducted in a way that shows best practice corporate management. This includes promoting a collaborative relationship where buyer and supplier work together to resolve issues in a timely and respectful manner. This helps to avoid contractual disputes and promotes good working relationships.

### 3.8 Sub-contractor payment terms

We want to do business with suppliers that offer payment terms to sub-contractors that are no less favourable than those provided to you by JCU (unless otherwise mutually agreed with the sub-contractor). This also includes meeting Project Bank Requirements under the Building Industry Fairness (Security of Payment) Act 2017 where applicable.

### 3.9 Meeting required standards

The goods and services provided should meet relevant compliance requirements and the Australian Standard (or an international standard in the absence of an Australian Standard) where specified. For building and construction this also includes using conforming products and materials.

## 4. Social Expectations

We want to do business with suppliers who support the welfare of both their employees and the community generally. You can show this by doing the following:

### 4.1 Managing workplace health and safety

As well as complying with all workplace health and safety laws and regulations, you should also regularly manage and review workplace hazards and provide any required training to your employees. This includes proactively engaging with employees and industry bodies.

### 4.2 Acting to stop domestic and family violence

JCU is committed to ending domestic and family violence. We ask that you support this by implementing appropriate initiatives within your business, such as having a stated zero tolerance approach to domestic and family violence or having a workplace domestic and family violence policy in place. A model domestic and family violence policy is available for adaptation at [www.forgov.qld.gov.au/workplace-package-domestic-and-family-violence](http://www.forgov.qld.gov.au/workplace-package-domestic-and-family-violence)

### 4.3 Treating employees fairly

You must respect every worker's workplace rights and entitlements and ensure compliance with all relevant workplace laws, regulations and instruments. This includes properly paying employees, giving them their entitlements, not discriminating unlawfully and committing to workplaces free of harassment. This includes recognising the right of employees to be members of trade unions.

### 4.4 Acting against human rights exploitation in the supply chain

You must make all reasonable efforts to ensure that businesses within your supply chain are not benefiting from, engaged in or complicit with, human rights exploitations such as forced labour or coercion, or any type of modern slavery practice as defined in the [Modern Slavery Act 2018 \(Cth\)](#).

### 4.5 Ensuring workplace diversity

We want to enhance workplace diversity. We value businesses that have policies and practices in place to encourage diversity and ensure equal employment opportunity for all people. This includes embracing social benefit opportunities such as training and employment opportunities for disadvantaged and marginalised jobseekers.

### 4.6 Providing quality, secure local jobs

We value suppliers who provide quality, secure local jobs. These jobs provide:

- employment where people live
- permanency of employment
- certainty of hours
- fair wages and conditions
- superannuation and workers compensation
- genuine respect for the rights of workers to collectively bargain.

## 5. Environmental Expectations

We want to procure in a way that also protects and advances environmental priorities. You can show this by doing the following:

### 5.1 Enhancing environmental sustainability

We want you to look for opportunities to improve environmental outcomes. Things you can do include, but are not limited to:

- waste minimisation and recycling
- reducing and/or offsetting carbon emissions

- using solar or other renewable energy where possible
- reducing the use of energy, water or other resources
- reducing the use of hazardous and toxic substances, and ensuring their correct disposal
- minimising packaging.

## **6. How to Deal with Suspected Breaches of the Code**

Concerns should be directed to the Manager Strategic Procure to Pay by:

- Email: [spg@jcu.edu.au](mailto:spg@jcu.edu.au)
- Telephone: 07 4781 6401.

Any concerns regarding illegal activity or corruption should be immediately referred to either the Queensland Police Service or the Crime and Corruption Commission. Concerns regarding breaches of regulation should be referred to the relevant regulatory body.

The expectations of the Code will assist in avoiding breaches of the JCU and Queensland Procurement Policies (which may incur demerits and/or a sanction).