

## ABOUT US

**At the St Vincent de Paul Society NSW (the Society), our purpose is inspired by our mission, vision, and values. We offer a hand up to people in need, and advocate to shape a more just and compassionate society, with a focus on people experiencing homelessness, poverty, domestic and family violence, alcohol or other drug issues, and people seeking asylum and refugees.**

## OUR EXPECTATIONS

Our suppliers make a significant contribution to helping us achieve our purpose and maintain and promote our values. Our Supplier Code of Conduct (Code) provides robust guidelines on the ethical and business practices we expect of ourselves and our suppliers.

This Code sets out the minimum expectations we require suppliers to follow when undertaking business with the Society.



### COMMITMENT

Loyalty in service to our mission, vision and values.



### COMPASSION

Welcoming and serving all with understanding and without judgement.



### RESPECT

Service to all regardless of creed, ethnic or social background, health, gender or political opinions.



### INTEGRITY

Promoting, maintaining and adhering to our mission, vision and values.



### EMPATHY

Establishing relationships based on respect, trust, friendship and perception.



### ADVOCACY

Working to transform the causes of poverty and challenging the causes of human injustice.



### COURAGE

Encouraging spiritual growth, welcoming innovation and giving hope for the future.

## SUPPLIERS

A supplier includes anyone providing goods or services to the Society and their employees, temporary workers and sub-contractors. Anyone within the supply chain must understand and comply with this document, and notify the Society of any breaches or shortcomings in conduct.

The Society reserves the right to monitor supplier compliance with this Code and, if an issue of non-compliance arises, take appropriate action. In extreme cases, this may involve the termination of the supplier relationship.

## OUR PROCUREMENT PRINCIPLES

The Society is committed to these procurement principles:

- **Value for money** – Procurement decisions are based on achieving the best value for money. This means considering not only the upfront costs but also the quality, whole of life costs, and long-term benefits of the goods or services being procured.
- **Fairness and equity** – We are committed to open and effective competition, impartiality, consistency and fairness of process, accountability, transparency, security and confidentiality. This includes the identification and management of any actual, perceived or potential conflict of interest.
- **Safety** – We aim to purchase safe goods and services. Potential safety implications are a consideration in all procurement decisions.
- **Integrity** – Procurement activities are conducted with integrity, honesty and ethical behaviour.
- **Efficiency and effectiveness** - Procurement processes are efficient and effective.
- **Risk management** – We must identify, consider and appropriately mitigate the risks involved in any purchase or supplier engagement.
- **Compliance** - We must comply with applicable laws, regulations, work health & safety measures and guidelines, and internal policies.
- **Sustainability** – Sustainability and social responsibility must be considered in all procurement activities.
- **Continuous Improvement** - Regular reviews, feedback mechanisms, and learning from past experiences can help identify areas for enhancement and drive better outcomes.



# OUR SUPPLIER EXPECTATIONS

## SOCIAL

### HUMAN RIGHTS

We expect our suppliers to adhere to international human rights standards and obligations, and not knowingly cause or contribute to human rights violations of any form.

### LABOUR PRACTICES

The Society is committed to upholding fair labour practices. We expect our suppliers to:

- Treat people with respect, fairness and compassion.
- Comply with applicable employment laws and ensure workers are provided with a written contract that sets out rights and obligations and ensures a fair wage
- Ensure working hours are not excessive and workers are entitled to sickness and other leave when appropriate.
- Not use forced, involuntary, bonded or indentured labour in any of its forms.
- Ensure compliance with all child labour laws.
- Pay over-time in accordance with appropriate laws and oppose any docking of pay over disciplinary matters.

### MODERN SLAVERY

The Society is opposed to all forms of modern slavery and is committed to helping eliminate it in all forms. The Society expects its suppliers to adhere to the principles outlined in the Modern Slavery Act 2018.

The Society requires its suppliers to:

- Uphold human rights and oppose any infringement on them.
- Avoid knowingly causing or contributing to modern slavery in any form.
- Take reasonable steps to ensure that no forced or involuntary labour is used and that employment is voluntary.
- Behave consistently with modern slavery legislation by identifying, addressing and reducing the risks of modern slavery practices in their operations and supply chains.
- Incorporate language and actions that reflect a zero-tolerance approach to modern slavery in contracts and applicable policies.

## HEALTH AND SAFETY

The Society is committed to ensuring all workers are operating within an environment that ensures their health and safety, and therefore requires that suppliers will:

- Provide a safe working environment in compliance with all applicable laws and regulations and ensure sound health and safety management practices in their business operations.
- Supply safe plant, equipment, products, and goods, with appropriate instructions for use, maintenance, and disposal.
- Control hazards within the workplace and ensure all employees and subcontractors are properly educated in how to conduct their jobs safely, as well as understand the appropriate channels to report and manage risks.
- Consult, cooperate and coordinate activities with the Society to ensure positive health and safety outcomes in situations where there is a shared responsibility for safety (e.g. when working at our sites).

## SAFEGUARDING

We value and respect the dignity of all persons, especially the most vulnerable in our community. In working with the wider community, we strive to prevent all forms of abuse against children, young people and adults at risk, and uphold their dignity and wellbeing. We expect suppliers to comply with all applicable laws relating to the safeguarding of children, young people and adults at risk.

Where a supplier's engagement with the Society involves contact with children, young people and adults at risk, or access to their records, we also expect that Suppliers:

- Comply with requirements outlined in the Society's safeguarding policies such as screening checks,
- Take reasonable steps to identify and respond to safeguarding concerns and minimise safeguarding risks,
- Report any concerns regarding the neglect or abuse of children, young people and adults at risk to the Society's Safeguarding Team at 1800 4 Support (1800 478 776), and the relevant statutory bodies.



## FIRST NATIONS PEOPLE

The Society is committed to valuing and acknowledging the cultures of Aboriginal and Torres Strait Islander peoples and their communities.

The Society recognises the value of working with First Nations businesses to empower communities, foster economic growth and drive positive social change.

Suppliers must ensure they:

- Respect and protect the rights of First Nations people and build respectful relationships with their communities.
- Commit to acknowledging the physical and cultural connections of First Nations people to land and waters.
- Do not adversely impact First Nations peoples or other marginalised populations globally through their operations or supply chain.

## DIVERSITY & INCLUSION

The Society values and celebrates diversity and aims to foster an environment in which everyone is included.

Suppliers must not engage in any direct or indirect discrimination on the basis of race, ethnicity, colour, religion, gender, gender identity and sexual orientation, age, disability, pregnancy, caring responsibilities or any other characteristic protected by law.

Suppliers must:

- Be aware of, and adhere to, all relevant anti-discrimination legislation.
- Strive to promote equality of opportunity and fair treatment.
- Foster a working environment that is committed to integrity, openness, fairness and transparency.
- Have a zero-tolerance approach to bullying, sexual and sex-based harassment, discrimination or any unfair treatment.

## GOVERNANCE

We are committed to ensuring business is conducted in an ethical, fair and socially responsible way. We expect suppliers to do the same.

### ANTI-BRIBERY AND CORRUPTION

We require suppliers to:

- Ensure a zero-tolerance approach to corruption, bribery, money laundering, fraud, extortion or other improper professional conduct.
- Have procedures in place to mitigate the risk of any of these practices.

## TRANSPARENCY AND COMPLIANCE:

Suppliers must:

- Comply with local, state and federal laws and regulations in all locations where they operate and conduct business.
- Adhere to privacy laws and implement procedures to mitigate and manage possible data breaches.
- Keep up-to-date details and records that accurately report on financial statements, transactions and other relevant information.
- Declare all conflicts of interest – whether actual, potential or perceived.
- Protect and ensure confidentiality of any information they might have access to while working with the Society.

## ENVIRONMENT

The Society is committed to reducing its environmental impact, as well as minimising any contributions to climate change. At a minimum, suppliers must comply with the environmental laws, regulations, permits and licenses of the jurisdiction they are operating within.

We also expect suppliers to:

- Assess and manage any environmental impact across the supply chain and throughout their operations.
- Actively work to reduce negative environmental impacts such as carbon emissions, pollution, harm to the natural environment, contamination or loss of biodiversity through establishing clear targets and improvement plans.
- Follow sustainable practices by reducing energy consumption and waste, as well as conserving natural resources and adopting circular economy principles wherever possible.
- Ensure their operations and resources are resilient against the potential future impacts of climate change.

## REVIEW AND IMPROVEMENT

Suppliers should have mechanisms for reporting any violations of this Code. They should also periodically review this document to ensure they are meeting the minimum standards outlined and have procedures in place to improve on standard practices.

**Please contact [Procurement@vinnies.org.au](mailto:Procurement@vinnies.org.au) if you have any questions about the content of this Code.**