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# Supplier Code of Conduct

3 December 2020



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**Supplier Code of Conduct**

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**TABLE OF CONTENTS**

**1 PURPOSE ..... 3**

**2 SCOPE ..... 3**

**3 ABBREVIATIONS AND DEFINITIONS ..... 3**

**4 ACTIONS AND RESPONSIBILITIES ..... 3**

    4.1 BUSINESS PRACTICES AND ETHICS ..... 3

    4.2 LABOUR PRACTICES AND HUMAN RIGHTS ..... 4

    4.3 DIVERSITY ..... 5

    4.4 LEGAL AND REGULATORY OBLIGATIONS ..... 5

    4.5 HEALTH AND SAFETY ..... 5

    4.6 ENVIRONMENTAL REGULATIONS AND PROTECTION ..... 5

    4.7 PRIVACY AND CYBER SECURITY ..... 5

    4.8 COMPLIANCE WITH THE CODE ..... 5

    4.9 REPORTING ..... 6

**5 LEGISLATIVE REFERENCES ..... 6**

**6 RESOURCE REFERENCES ..... 6**

**7 APPENDICES ..... 6**

**8 SCHEDULE OF REVISIONS ..... 7**

## Supplier Code of Conduct

### 1 PURPOSE

The AusNet Services' Supplier Code of Conduct (Code) outlines the minimum standards expected from our Suppliers in the areas of business practices and ethics, labour practices and human rights, diversity, legal and regulatory obligations, health and safety, environmental regulations and protection, privacy and cyber security, compliance with the Code and reporting.

### 2 SCOPE

AusNet Services is committed to sustainable, ethical and socially responsible procurement practices. We view our Suppliers as partners and expect the same high standards from our valued partners.

This Code applies to all who supply goods or services directly to AusNet Services (direct Suppliers) and all sub-tier Suppliers contributing to the supply of goods or services to AusNet Services (indirect Suppliers). All direct and indirect Suppliers are required to:

- read and understand the Code, ensuring that their operations and supply chain comply with this Code; and
- take all reasonable steps to ensure that indirect Suppliers are aware of, understand and comply with this Code.

Reasonable steps include providing a copy of this Code to each indirect Supplier and implementing mechanisms to monitor compliance.

This Code will not supersede any contractual, legal or regulatory obligations of the Supplier and additional responsibilities/standards may be outlined for the Supplier in specific contracts. Third party sourcing decisions at AusNet Services will include consideration of a Supplier's ability to meet or exceed standards within this Code, irrespective of whether the Code has been incorporated into a contract or not.

Fundamental to this Code is a requirement that all Suppliers operate in full compliance with all laws, rules and regulations of the countries in which they operate, in all their activities.

### 3 ABBREVIATIONS AND DEFINITIONS

Term/Abbreviation	Definition
Workers	Includes employees, contractors, agency resources, migrant resources, students and temporary staff
Code	Supplier Code of Conduct
ILO	International Labour Organisation
UNSC	United Nations Security Council

### 4 ACTIONS AND RESPONSIBILITIES

#### 4.1 BUSINESS PRACTICES AND ETHICS

At AusNet Services, we act with integrity. Suppliers must ensure any conflict of interest is avoided, whether actual, perceived or potential. Suppliers must:

- Operate in compliance with all applicable laws including anti-trust and fair competition, labour, safety, anti-discrimination, anti-harassment, anti-bullying, environmental, consumer protection, anti-bribery, anti-corruption and criminal laws.
- Not tolerate deceptive, dishonest, corrupt, illegal or inappropriate behaviour, even when it is legal or common practice in a country.
- Act with integrity, be honest, transparent and trustworthy. Never offer or receive aid, bribes, pay-offs, facilitation payments, unjustified or inflated commissions, kickbacks or any other improper benefit.

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## Supplier Code of Conduct

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- Not do anything that does, or may be seen to, assist, influence, or gain a benefit from or for a government official, politician or political party.
- Identify, understand and manage risks within a risk aware culture supported by an effective risk management framework. The Supplier must make AusNet Services aware of any risk to delivery or behaviour that may affect our reputation.
- Have robust management systems and incident management practices that identify and manage events with the potential to adversely impact contracted deliverables, employees, legal/regulatory obligations and/or reputation. The Supplier must report significant incidents to AusNet Services as a priority.

### 4.2 LABOUR PRACTICES AND HUMAN RIGHTS

At AusNet Services, we respect and support human rights as set out in the Universal Declaration of Human Rights<sup>1</sup>.

Suppliers must:

- Respect and support the protection of internationally proclaimed human rights as outlined in the Universal Declaration of Human Rights, strive to implement both the United Nations' Guiding Principles on Business and Human Rights<sup>2</sup> and the UN Global Compact "Ten Principles"<sup>3</sup> within their operations, including indirect Suppliers. This applies to Workers, individuals and communities affected by the Suppliers' activities.
- Comply with all Australian State and Federal laws relating to "Modern Slavery"<sup>4</sup> including supply chain transparency laws and formal policies prohibiting Modern Slavery within their supply chains.
- Exercise due diligence to assure that all goods produced are free of conflict minerals and do not directly or indirectly support organisations and individuals associated with human rights abuses, terrorism or any illegal activity.
- Respect Workers' freedom of association, recognise and protect their right to collective bargaining and to form, join and administer workers' organisations. Where the right to freedom of association and collective bargaining are restricted under the law, the company shall allow Workers to freely elect their own representatives.
- Pay Workers' wages, including overtime, in a timely manner as required under applicable laws. Wage deductions are not to be used as a disciplinary measure.

Suppliers must **not**:

- Require Workers to exceed accepted local work hours and must operate in alignment with International Labour Organisation<sup>5</sup> (ILO) standards.
- Engage in or support discrimination in hiring and employment practices, nor use violence, threats of violence or other forms of physical coercion or harassment.
- Utilise (directly or indirectly) any child labour, which is strictly prohibited. This Code does not prohibit participation in workplace apprenticeship programs or light work as defined by the ILO. Minimum age requirements for employment or work is the higher of:
  - 15 years of age; and
  - The minimum age for employment in the relevant country

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<sup>1</sup><https://www.un.org/en/universal-declaration-human-rights/index.html> Universal Declaration of Human Rights

<sup>2</sup> [https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr\\_en.pdf](https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf) UN Guiding Principles on Business and Human Rights

<sup>3</sup> <http://www.unglobalcompact.org/what-is-gc/mission/principles> UN Global Compact "The Ten Principles of the UN Global Compact"

<sup>4</sup> <https://www.legislation.gov.au/Details/C2018A00153>, Modern Slavery Act 2018 (Cth)

<sup>5</sup> <https://www.ilo.org/global/standards/lang--en/index.html> International Labour Organisation Standards

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## Supplier Code of Conduct

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- Use any form of forced, bonded, compulsory labour, slavery or human trafficking or require Workers to surrender any government issued identification, passport or work permit or other personal document as a condition of employment.

### 4.3 DIVERSITY

AusNet Services is committed to be a diverse employer and to promoting diversity in our supply chain. AusNet Services seeks Suppliers who share our vision for balanced teams, as they relate to gender, age, cultural background, religion and sexual orientation.

### 4.4 LEGAL AND REGULATORY OBLIGATIONS

Suppliers must understand their legal and regulatory obligations. This includes having policies, procedures, systems and training in place to ensure compliance.

### 4.5 HEALTH AND SAFETY

Health and Safety is a non-negotiable focus area. Our Suppliers play an important role in our commitment to keep each other, our Workers, Customers and the public free from harm.

Compliance with all relevant workplace and safety laws is required. Workers must understand and follow health and safety policies, standards and procedures.

Suppliers must:

- Identify workplace hazards and minimise the risk of workplace injury;
- Supply equipment, resources, instruction, education and training for Workers to safely carry out their responsibilities;
- Implementing appropriate safety systems to ensure product and services delivery meets industry standards and legislative requirements;
- Monitor the workplace conditions to prevent injury; and
- Manage and report workplace incidents.

### 4.6 ENVIRONMENTAL REGULATIONS AND PROTECTION

Suppliers must actively seek to minimise the environmental impact of their operations, including managing and continually improving resource efficiency and waste minimisation. At a minimum, we expect you to comply with all applicable environmental laws, regulations, standards and appropriate international treaty obligations.

### 4.7 PRIVACY AND CYBER SECURITY

Suppliers are expected to work with us to protect the data and networks of AusNet Services and our Customers. We expect our Suppliers to implement best practice technical solutions and security measures, including monitoring processes to protect the supply chains of both AusNet Services and our Customers from breaches. In line with AusNet Services policies and procedures, AusNet Services must be notified immediately when a Supplier becomes aware of a data or network breach.

Suppliers will maintain the confidentiality of all information related to your work with AusNet Services and protect it from unauthorised disclosure. Suppliers must consider privacy in the design of any new system or process. All risks to, or breaches of, information security or privacy obligations must be reported to AusNet Services immediately.

### 4.8 COMPLIANCE WITH THE CODE

Failure to comply with this Code may be regarded as a breach of the Supplier's contract with AusNet Services and give rise to a range of potential consequences. These may result in the cessation of your relationship with AusNet Services in the case of material breach and potentially a claim for damages.

## Supplier Code of Conduct

Suppliers are expected to develop, maintain and implement policies consistent with this Code and maintain appropriate management systems and documentation to demonstrate compliance. AusNet Services may at any time review or audit a Supplier's compliance with this Code. In such event, the Supplier should co-operate by providing information, documents and access to staff.

Suppliers are encouraged not only to meet applicable laws but to continually improve ethical behaviour, social and environmental positions.

### 4.9 REPORTING

The Supplier must notify AusNet Services as soon they become aware of a potential or actual breach of this Code. This notification must be in writing and must include the location, nature and extent of the breach and whether any steps (and, if so, what steps) have been taken to address and remedy the breach. Where AusNet Services suspects a breach of this Code, the Supplier may be required to provide an independent report. Any serious breach could result in the termination of the relationship with AusNet Services.

It is expected Suppliers will also:

- produce and maintain financial and other records in compliance with all applicable laws;
- produce and maintain records which demonstrate compliance with this Code; and
- produce records demonstrating compliance with this Code to AusNet Services, on demand.

Please report concerns about potential breaches to STOPline:

- Phone - 1300 30 45 50 (toll free number) between 8am and 6pm Monday to Friday;
- Email - ausnetservices@stopline.com.au; or
- Write - AusNet Services c/- STOPline, Locked Bag 8, Hawthorn Vic 3122.

## 5 LEGISLATIVE REFERENCES

State	Regulator	Reference
Commonwealth	Department of Home Affairs	<a href="#">Modern Slavery Act 2018</a>

## 6 RESOURCE REFERENCES

Document ID	Document Title
	<a href="https://www.un.org/en/universal-declaration-human-rights/index.html">https://www.un.org/en/universal-declaration-human-rights/index.html</a> Universal Declaration of Human Rights
	<a href="https://www.ohchr.org/documents/publications/guidingprinciplesbusinessshr_en.pdf">https://www.ohchr.org/documents/publications/guidingprinciplesbusinessshr_en.pdf</a> UN Guiding Principles on Business and Human Rights
	<a href="http://www.unglobalcompact.org/what-is-gc/mission/principles">http://www.unglobalcompact.org/what-is-gc/mission/principles</a> UN Global Compact "The Ten Principles of the UN Global Compact"
	<a href="https://www.ilo.org/global/standards/lang--en/index.html">https://www.ilo.org/global/standards/lang--en/index.html</a> International Labour Organisation Standards

## 7 APPENDICES

None.

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**Supplier Code of Conduct**

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**8 SCHEDULE OF REVISIONS**

Revision	Date	Details of Change
1	18/12/2019	Published
2	11/05/2020	Updated to mirror externally published Code
3	03/12/2020	Minor content amendment, update to resource references and footnotes