



# Torres Strait Island Regional Council

## Supplier Code of Conduct

This Supplier Code of Conduct (Code) sets out the expectations that Torres Strait Island Regional Council (Council) has of businesses and individuals that want to provide their goods or services to the Council, and outlines what constitutes a responsible supplier.

This Code applies to all procurement activities regardless of their value and to all suppliers (including Contractors, Consultants etc).

The Code complements existing legislation, policies, and Council's terms and conditions.

1. All Suppliers must to abide by this Code of Conduct.
2. In addition to any specific items mentioned elsewhere within this Code, or the applicable contract, you must comply with all relevant legislation and standards.
3. 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:
  - a. You must ensure that all conflicts of interest (whether real, potential or perceived) are disclosed as soon as possible.
  - b. 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 Council into disrepute.
  - c. A diligent and practical approach must be taken to ensure sensitive information is appropriately managed in line with confidentiality agreements, policies, and relevant contracts.
  - d. You are expected to be respectful of the ethical standards and code of conduct requirements Council officers need to meet, and not engage in actions which would contradict these obligations.
  - e. You must not try to influence decision making through the use of inducements (offering gifts and benefits). Your conduct should recognise the expected integrity and accountability of public servants and their adherence to legislation and policy.
  - f. 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
  - g. 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. 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:
  - a. 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.

- b. 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.
5. We want to do business with suppliers who treat our communities with respect and abide by Ailan Kastom. You can show this by doing the following:
  - a. Be discreet in handling of alcohol in the community i.e. alcohol brought onto the community should not be obvious and should be consumed within the supplier's accommodation. The sale of alcohol to community members is prohibited.
  - b. Don't use or borrow any Council plant, fuel, vehicles, equipment, building materials, car parts etc. without prior approval of the Council in writing. The arrangements for all hiring of Council plant shall be properly documented in writing prior to use of the plant.
  - c. Don't bring animals into community.
  - d. Carry photo identification and approval to be in community at all times.
6. In the event of a dispute arising in relation to the requirements or application of this Code of Conduct an independent adjudicator, nominated by the Grantee Organisation Representative, will consider representations from the Supplier and the Council. All parties shall adhere to the determination of the adjudicator.
7. The costs for removal of Supplier personnel from the site and replacement by other suitable personnel shall be borne by the Supplier.

