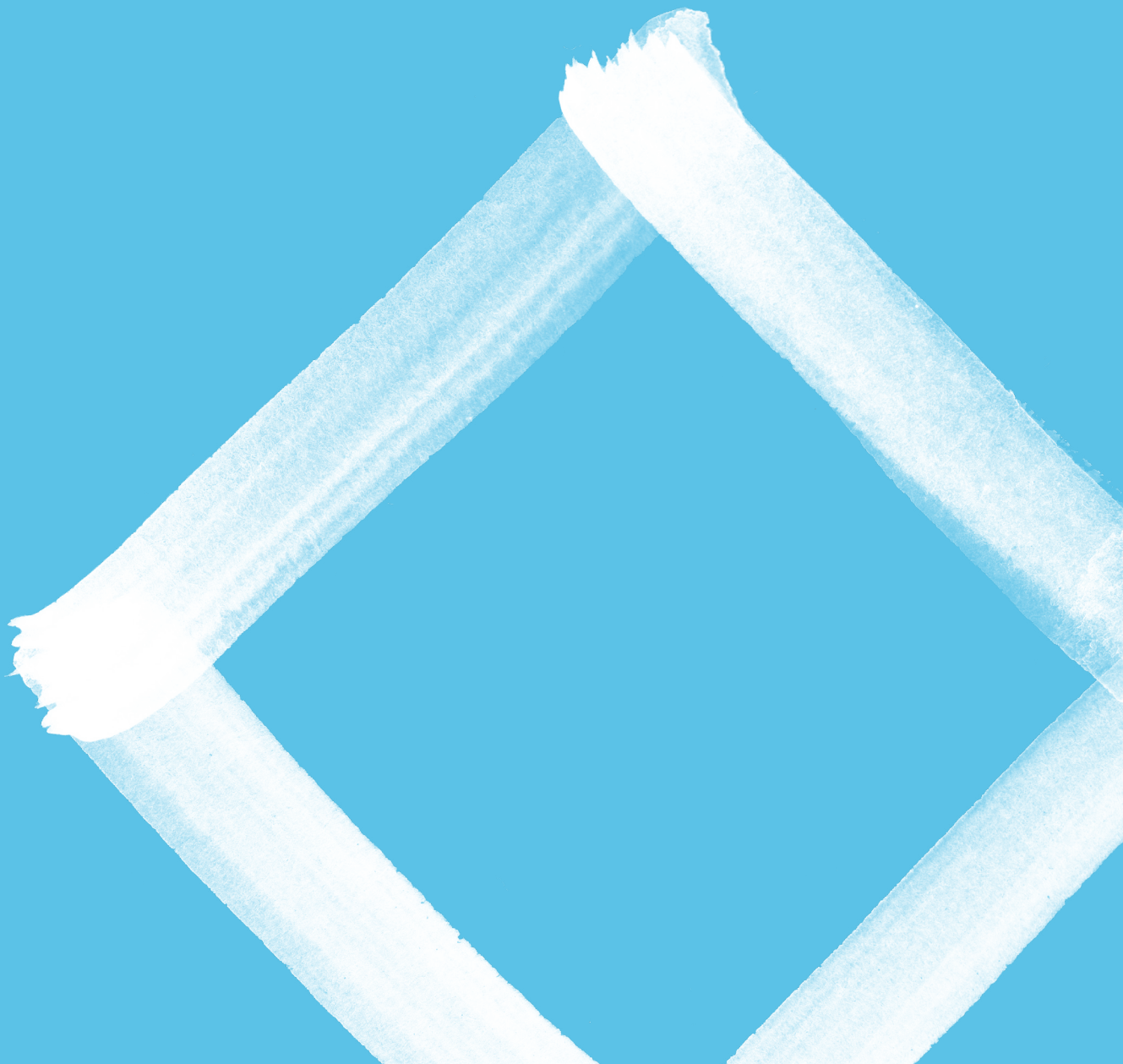




**VICTORIA
UNIVERSITY**

Supplier Code of Conduct 2025



Purpose

Victoria University (VU) is committed to integrating social, financial and environmental sustainability in the University's practices and decision making.

Our commitment to taking sustainability seriously will be backed by our procurement decisions to appoint like-minded organisations who can demonstrate their sustainability commitment through action.

The Strategic Plan 2022 – 2028 has five strategic drivers:

- ◆ Doing dual differently
- ◆ Partnering with principle
- ◆ Maximising research impact
- ◆ Protecting country
- ◆ Thriving place to study and work

The Supplier Code of Conduct (Supplier Code) is directly related to the two drivers of Partnering With Principle and Protecting Country. It describes the minimum expectations in the areas of: integrity, ethics and conduct; conflict of interest, gifts, benefits and hospitality; corporate governance; labour and human rights; health and safety; and environmental management. Suppliers to the University must demonstrate that they align with the University's values and are willing to drive continuous improvement in their processes to enable VU to meet the strategic drivers in the Strategic Plan 2022 – 2028.

Scope

The Supplier Code applies to all individuals and organisations ("Suppliers") wishing to engage with the University for the provision of goods and services.

Suppliers are expected to operate in full compliance with all laws, rules and regulations of the jurisdictions in which they do business.

The requirements outlined in the Supplier Code are not intended to supersede or alter the Supplier's regulatory and contractual obligations.

VU requires our Suppliers to meet the standards outlined in this Supplier Code within their own organisations, throughout their operations, supply chains and whilst undertaking work for VU. They must inform VU immediately if they become aware of any issues that are in breach of this Supplier Code.

1. Integrity, ethics and conduct

Suppliers must conduct their businesses in accordance with the highest standards of ethical behaviour and in accordance with all applicable laws and regulations.

Business integrity

Suppliers are expected to comply with all anti-bribery, anti-corruption, anti-money laundering and modern slavery laws. Suppliers must not engage in, either directly or indirectly, fraudulent, corrupt, exploitative or collusive activities.

Record keeping and documentation

Suppliers are expected to maintain adequate records that accurately record all financial transactions and information regarding its business activities, labour, health and safety and environmental practices in accordance with applicable laws, policies and procedures. Disclosure of information is expected to be undertaken without falsification or misrepresentation.

Professional conduct

Suppliers are expected to conduct themselves in a manner that is fair, professional and that will not bring the University into disrepute.

Confidentiality

Suppliers are expected to secure and safeguard confidential information they obtain as part of the business relationship. Suppliers must not improperly use any private, confidential or commercially sensitive information in its possession relating to or in connection with its dealings with VU.

2. Conflict of interest, gifts, benefits and hospitality

All business activities should be undertaken with impartiality and any conflict of interest should be raised and managed.

Conflict of interest

The University is committed to fostering a culture of integrity and ethical behaviour across its operations.

Suppliers must:

- ◆ declare to the relevant VU contact, in relation to the goods or services being provided, any situation that raises an actual, potential or perceived conflict of interest related to or in connection with its dealings with the University; and
- ◆ avoid financial, business or other relationships which may compromise the performance of their duties under their business arrangement with VU.

University personnel must:

- ◆ perform their duties in the interests of achieving the University's mission and strategic objectives; and
- ◆ proactively identify, declare and appropriately manage actual, potential or perceived conflicts of interest related to their role with the University.

Gifts, benefits and hospitality

The appropriate handling of offers of gifts, benefits and hospitality is critical to earning and sustaining public trust.

Suppliers must not offer gifts, benefits or hospitality, either directly or indirectly which could be perceived to entice or obtain any unfair or improper advantage.

University personnel must:

- ◆ declare all reportable offers of gifts, benefits and hospitality to the University, whether accepted or declined; and
- ◆ ensure that any offer of gifts, benefits or hospitality have a clear business purpose or further the legitimate goals of the University.

3. Corporate governance

Commitments to sound management administration, risk and corrective action systems, are key to a reliable supply chain. Suppliers are expected to maintain sound administration processes.

Risk assessment and management

Suppliers should develop and maintain a process to identify, manage and control relevant risks associated with its operations. These include supply chain risks and risks relating to labour and human rights, health and safety, the environment, business ethics, and corporate governance.

4. Labour and human rights

The University believes that all workers in its supply chain deserve to be treated with dignity and respect. Suppliers are expected to provide a fair and ethical workplace, which upholds high standards of human rights and integrates appropriate labour and human rights policies and practices into its business.

Anti-discrimination

Subject to applicable laws, Suppliers are expected not to discriminate against any worker based on age, disability, ethnicity, gender, marital status, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by law, in hiring and other employment practices.

Anti-harassment

Suppliers are expected to commit to a workplace free from workplace bullying, harassment, victimisation and abuse. Suppliers are expected not to bully workers or threaten workers with, or subject them to, unlawful or inhumane treatment. This includes, but is not limited to, abuse and harassment which can be verbal, physical, sexual or psychological.

Human rights

Suppliers are to ensure there are no forced or compulsory labour including all forms of involuntary labour including (but not limited to) slavery, and modern slavery as defined in the Commonwealth Modern Slavery Act (2018), bonded labour or debt bondage

Working hours, wages and benefits and prevention of underage labour

Suppliers must adhere to laws related to working hours, wages, human trafficking, and the prevention of child labour and forced labour.

Freedom of association and collective bargaining

Suppliers must respect the rights of employees to freely associate, organise, and bargain collectively.

5. Health and safety

Worker health, safety and well-being is important to the University. Suppliers are expected to provide a healthy and safe work environment and integrate sound health and safety management practices into its business.

6. Environmental management

Environmental impacts

VU is committed to promoting environmental responsibility and maintaining good product stewardship for the long term. Suppliers are expected to minimise the environmental impacts of their operations (including supply chains) and maintain environmentally responsible policies and practices.

Suppliers must maintain continuous improvement and innovation in their approach to environmental impact, including the revision of existing, and adoption of new practices, processes, systems and technologies.

Monitoring

Suppliers must self-assess their compliance with the Supplier Code and correct any deficiencies or breaches reported or identified by an audit, assessment, inspection, investigation or review.

VU may request information from Suppliers in relation to the Supplier Code.

Reporting

Contact procurement@vu.edu.au to provide feedback, raise any concerns and seek clarifications on the Supplier Code.