

SUPPLIER CODE OF CONDUCT

Introduction and Purpose

This document outlines the ethics and standards of conduct required of suppliers to the Sydney Harbour Federation Trust (Harbour Trust). These ethical standards, Harbour Trust Values and Code of Conduct requirements outline the Harbour Trust's expectations of the conduct we expect of ourselves and of our suppliers.

In this document "supplier" includes a potential supplier that is responding to a request for information, tender or quote.

Ethical Standards

The Harbour Trust is committed to high ethical standards. When conducting business with the Harbour Trust, you can expect that we will uphold these standards.

Impartial: The Harbour Trust is apolitical and performs its functions in ways that are frank, honest, and timely and based on the best available evidence.

Committed to service: The Harbour Trust is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government.

Accountable: The Harbour Trust is open and accountable to the Australian community under the law and within the framework of its responsibilities.

Respectful: The Harbour Trust respects all people, including their rights and their heritage.

Ethical: The Harbour Trust demonstrates leadership, is trustworthy and acts with integrity in all that it does.

Harbour Trust Values

The Harbour Trust's values are set out in our Corporate Plan and affirm the way we work with our suppliers and other stakeholders.

We are **Open**

We are **Accountable**

We are **Collaborative**

We are **Entrepreneurial**

We are **Creative**

We act with **Integrity**

Supplier Conduct

The Harbour Trust expects its suppliers and their supply chains to commit to high ethical standards. When conducting business with the Harbour Trust, we expect that you will:

- Behave honestly, with integrity and openness
- Conduct business with care and in an ethical, sustainable and safe manner
- Comply with applicable laws, regulations, policies and industry standards
- Honour payment obligations to employees, contractors, subcontractors, suppliers and the ATO
- Disclose, and take steps to avoid, any conflict of interest (real, perceived and potential)
- Not offer any benefits to any employee or contractor of the Harbour Trust
- Protect privacy and prevent the release of confidential information
- Ensure the security and proper use of government resources and information
- Ensure your employees and subcontractors are aware of and comply with this code of conduct
- Report breaches of this code of conduct to the Harbour Trust.

Breaches of the Code of Conduct

Suppliers that breach this code of conduct, or engage in unethical or corrupt conduct, may be subject to:

- Termination or suspension of contract
- Exclusion from future approaches to market, requests for tenders or requests for quotes
- Investigation for corruption or criminal behaviour.

FURTHER GUIDANCE

Workplace Health and Safety

The Harbour Trust expects our suppliers to provide a safe and healthy workplace and endeavour to protect its employees, contractors and others in the workplace from harm.

Suppliers must ensure compliance with all applicable WHS legislation and regulations.

Workplace Gender Equality Act 2012 (Cth)

Relevant employers, defined as a non-public sector employer (including higher education institutions, trade unions and not-for-profit organisations) of 100 or more employees in Australia, must comply with the workplace gender equality legislation.

Conflicts of Interest

A conflict of interest may occur where a person's private and business interests may be in conflict or may be perceived to be in conflict. These interests include financial interests and past and present associations with other persons, groups, businesses, and family.

If a supplier becomes aware of a conflict of interest whether actual, perceived or potential it must disclose the conflict immediately in writing to the Harbour Trust: procurement@harbourtrust.gov.au.

Gifts, Benefits and Hospitality

Suppliers must not offer or provide any financial or non-financial, tangible or intangible, benefit to Harbour Trust employees or contractors.

Harbour Trust employees and contractors must not request benefits from current or past suppliers and should decline any such offer.

Confidentiality, Intellectual Property and Privacy

Information is provided by the Harbour Trust on a confidential basis and may not be shared other than is necessary to fulfill the supplier's obligations or to prepare a response to a request for information, tender or quote.

The Harbour Trust and its suppliers must maintain the confidentiality of each other's information and respect each other's intellectual property rights.

Suppliers to the Harbour Trust are required to comply with the Privacy Act 1988 (Cth) and the obligations set out in the Australian Privacy Principles made under that Act.

Environmental Sustainability

The Harbour Trust expects its suppliers to take reasonable steps to minimise the environmental impact of its operations and supply chain and to implement environmentally sustainable practices within its organisation.

Human Rights

The Harbour Trust expects its suppliers to take reasonable steps to ensure its operations and supply chain are free from human rights abuses, including modern slavery and child labour.

Suppliers must comply with human rights legislation including the Modern Slavery legislation and its reporting requirements.

Complaints

The Harbour Trust is committed to consistent, fair and confidential complaint handling and to resolving complaints as quickly as possible. For further information, contact the Harbour Trust: procurement@harbourtrust.gov.au.

Reporting a Breach

If you are concerned about a possible breach of this Code of Conduct, please report it to the Harbour Trust: procurement@harbourtrust.gov.au.