

## Supplier Code of Conduct

Australian Red Cross is committed to maintaining the highest ethical and professional standards to ensure the optimal use of funds to support people experiencing extreme vulnerability and to minimise any potentially harmful social and environmental impacts. Our vision is human dignity peace, safety and wellbeing for all. We expect any organisation or person who provides us with goods or services, including their subcontractors, agents, related entities and consultants (**Suppliers**), to comply with the principles set out in this Code of Conduct (**Code**).

Fundamental to this Code is an expectation that all Suppliers operate in full compliance with the laws and regulations in the jurisdiction where the goods are sourced, procured or services are performed (**Law**).

The expectations outlined in this Code are not intended to alter a Supplier's contractual obligations to Australian Red Cross. Suppliers should ensure that they comply with any additional obligations in their contracts and/or purchase orders with Australian Red Cross.

### 1. Dignified treatment of People

We expect our Suppliers to support and respect their employees, contractors, volunteers, agency and temporary staff (**Workers**) and anyone else affected by the Suppliers' operations. Suppliers must not be complicit in any human rights abuses.

#### 1.1 Modern Slavery

Modern slavery includes eight types of serious exploitation: trafficking in persons; slavery; servitude; forced marriage; forced labour; debt bondage; deceptive recruiting for labour or services; and the worst forms of child labour (**Modern Slavery**). The worst forms of child labour means situations where children are subjected to slavery or similar practices, or engaged in hazardous work.

Suppliers must use best endeavours to ensure that there is no Modern Slavery in their operations or supply chain. In the event Suppliers identify any occurrence of, or material risk of Modern Slavery in their operations or supply chain they are to take practical and effective steps to address that material risk. Suppliers must notify Australian Red Cross as soon as practicable of any occurrence of, or material risk of Modern Slavery they have identified and notify relevant authorities where appropriate.

## 1.2 Safeguarding Children and Vulnerable Adults

We are committed to protecting the rights of all people, particularly those who may be experiencing vulnerability. We want the people we work with to feel safe, be safe, and free from abuse of any kind. We are a child safe organisation. We have zero tolerance for child abuse. We value, respect and listen to children and are committed to supporting child safety and wellbeing in our work.

To the extent they have contact with children and/or access to children's records as part of activities with Red Cross, Suppliers must ensure they (and all personnel, agents, subcontractors and any other persons involved in Red Cross activities):

- do not engage in any act or omission that would be considered to be a form of abuse, neglect, discrimination or exploitation of any person, particularly children and vulnerable adults
- comply with all laws binding on it relating to the safeguarding of all people, particularly children and vulnerable adults, including obtaining all necessary worker screening checks and complying with its reporting obligations under law
- take reasonable steps to address any safeguarding concerns relating to all people, particularly children and vulnerable adults. This may include, without limitation, reporting any concerns to the relevant authorities; and
- to the extent permitted by law and where applicable, to share information with Red Cross to enable Red Cross to address any safeguarding concerns for all people, particularly children and vulnerable adults, involved with Red Cross.

## 1.3 Fair Treatment and Equal Opportunity

Suppliers must use best endeavours to promote diversity and inclusion. Suppliers must not discriminate or exploit any Workers on the grounds of protected characteristics under applicable discrimination Law including a person's race, sex, pregnancy, marital status, family responsibilities, age, disability, sexual orientation, gender identity or intersex status.

## 1.4 Working Conditions

Suppliers must:

- a) follow all Laws with respect to wages, working hours and workers compensation insurance;
- b) ensure that all Workers are documented and have a right to work legally;
- c) ensure that all Workers receive minimum wages, benefits, superannuation, overtime remuneration, leave entitlements and time off required by Law, and have appropriate processes in place to ensure compliance with the Law;
- d) pay Workers' wages as required under Law in a timely manner and not use wage deductions as a disciplinary measure; and
- e) not engage in coercive behaviour including holding a Worker's identity documents, preventing a Worker from leaving the workplace after their shift or forcing a Worker to work to pay off a debt (debt bondage).

## 1.5 Respectful Workplace

Suppliers are expected to commit to a workplace free from workplace bullying, harassment, victimisation and abuse and have appropriate processes in place to address such behaviour in a timely and fair manner.

## 1.6 Freedom of Association and Collective Bargaining

Unless prohibited by Law, Suppliers must recognise and respect the rights of its Workers to associate freely and to organise and bargain collectively.

## 2. Our Values

Australian Red Cross expects its Suppliers to acknowledge that all Red Cross activities are subject to the Fundamental Principles of the Red Cross and Red Crescent Movement which are Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, Universality. You must not do or omit to do anything which would or would appear to place Red Cross in conflict with the Fundamental Principles.

For details about our Fundamental Principles see:

<https://www.redcross.org.au/about/fundamental-principles>.

### 2.1 Business Integrity

Suppliers must comply with all fraud, anti-corruption and anti-money laundering Laws and must notify Australian Red Cross as soon as practicable of any occurrence of, or material risk of fraud, corruption and money laundering (subject to specific legal or contractual obligations).

### 2.2 Inducements

Suppliers must not offer gifts or favours to Red Cross Workers that may be seen as an attempt to influence business decisions.

## 3. Health and Safety

Suppliers must comply with all workplace health and safety Law and integrate sound health and safety management practices.

Suppliers must:

- a) manage occupational health and safety hazards; and
- b) provide Workers with health and safety training.

## 4. Environmental Management

Suppliers must comply with environmental Law and make best endeavours to minimise their environmental impact through sustainable management and the effective utilisation of resources (e.g. energy, paper, water and waste). Suppliers must notify Australian Red Cross as soon as practicable of any material breach of environmental Law.

## 5. Governance

Suppliers must maintain sound administration processes, risk, monitoring and corrective action systems.

### 5.1 Risk assessment and management

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

### 5.2 Evaluation & Record Keeping

To ensure compliance with this Code and the Law, Suppliers must:

- a) perform periodic evaluations of their facilities and operations, and the facilities and operations of their subcontractors;
- b) 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 the Law;
- c) safeguard any Worker's information as required under Law; and
- d) allow audits, visits and training programmes from Red Cross as may be requested from time to time.

## 6. Reporting Concerns

Suppliers must have a process in place to enable Workers to report any concerns about how they are treated in the workplace.

Suppliers must comply with this Code at all times, monitor compliance, notify Australian Red Cross of any non-compliance and take timely and reasonable steps to address, remedy and prevent reoccurrence of any non-compliance with this the Code.

If Suppliers or Workers have any concerns about compliance or ethical issues while working for or with Australian Red Cross or want to report illegal or unethical activities please contact our whistleblowing service:

Email: [redcross@stoline.com.au](mailto:redcross@stoline.com.au) or telephone: 1300 30 45 50

## 7. Further Information

This Code should be read in conjunction with online training/awareness materials available to read [here](#).

If you have any questions or feedback regarding this Code of Conduct please contact Australian Red Cross procurement at [Nat\\_Procurement@redcross.org.au](mailto:Nat_Procurement@redcross.org.au)