



# Supplier Code of Conduct

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All organisations, suppliers, contractors and customers with whom Western Sydney University (the University) engages, must be vigilant in upholding appropriate standards for ethical conduct, as well as the standards that the public demands when dealing with public institutions.

This Supplier Code of Conduct sets out Western Sydney University's expectations of, and applies to, all suppliers. This statement is to be read in conjunction with the University's [Code of Conduct](#).

All suppliers must ensure that their employees, contractors, and subcontractors are informed of the requirements set out in this Supplier Code of Conduct and implement adequate procedures to ensure that the requirements are adhered to.

## Conducting Work on Behalf of the University

Where organisations and business operators conduct work on behalf of the University it is expected that they will act ethically, with integrity, and will observe the standards established in the University's Code of Conduct. The University looks to shared values with the organisations who supply goods and services to us and believe in promoting open and effective competition and achieving value for money from all commercial engagements.

The University's policies and procedures for contracting and purchasing goods and services are intended to be consistent with NSW Government guidelines. Key principles in selecting suppliers include value for money, transparency, and honesty.

Value for money involves a balance in factors including compliance with specifications, whole-of-life product costs, reliability, timeliness, and responsiveness. It does not always mean selecting the lowest price.

The University expects transparency and honesty in all dealings with suppliers. As a publicly funded organisation, the University is accountable for the efficient, effective, and ethical use of public resources and is subject to public scrutiny from various independent bodies.

## Conduct of Business

The terms of the engagement will be in accordance with the University's Terms and Conditions or a contract if this is in place for the engagement.

The University always requires a purchase order number on an invoice. Failure to do so may result in a delayed payment and inconvenience in having to provide missing details prior to payment being made.

Payment of University invoices can be made:

- ▶ In person by cash, EFTPOS, credit card or cheque at any Post Office
- ▶ Over the phone using the details printed on the payment slip



- ▶ By BPAY from a cheque, savings, or credit card account
- ▶ By mailing a cheque and payment slip to the address printed on the slip
- ▶ Online via the University's [OneStop](#) website
  - OneStop is also to be used for miscellaneous payments i.e. where a University invoice is not produced

## Gifts, Benefits and Hospitality

Gifts, benefits, or hospitality must not be offered to University employees if the intent is to influence a decision in favour of the person or organisation offering the gift. University staff and contractors must report any offers which are, or could be perceived to be, an offer of a bribe/inducement.

As such, suppliers should refrain from offering any gifts or benefits to University staff and should not be offended if such offers are not accepted.

If any small gifts are accepted, they must be disclosed and recorded in the University's Gifts and Benefits Register. Product samples or items for testing or evaluation are acceptable if they are intended solely for this purpose and are of minimal value.

## Conflict of Interest

Any conflict of interest that affects the supplier's business on behalf of, or with the University and its employees, must be brought to the attention of the University as soon as it becomes known. This applies to existing, potential, or perceived conflicts of interest.

Any such conflict must be declared to the University manager overseeing the engagement, and then submitted into the University's Conflict of Interest Register.

In any conflict of interest situation, the University's interests should be placed ahead of those of the supplier.

## Health and Safety

The University is committed to the health and safety of its workers. To this end the following principles must be complied with by suppliers:

- ▶ Ensure that all employees, contractors, and subcontractors comply with relevant Workplace Health and Safety (WHS) laws, regulations, codes and standards;
- ▶ Ensure that WHS risks have been identified and have systems in place to manage these;
- ▶ Maintain adequate insurance coverage; and
- ▶ Ensure bullying, harassment and discrimination are not tolerated.



## Modern Slavery

The University is committed to combatting modern slavery practices in our supply chains and our business operations and promoting practices to identify and limit the risk of such practices within our local and international communities.

The University expects its suppliers to comply with any applicable modern slavery laws (such as the [Modern Slavery Act 2018](#)) and prefers suppliers who demonstrate a commitment to addressing modern slavery, including those who:

- ▶ Can supply transparent, thorough, and accurate information in relation to their supply chains;
- ▶ Have been requested by the University;
- ▶ Comply with, and request that their supply chains conform with, all relevant labour and anti-slavery laws and standards in the supplier's countries of operation; and
- ▶ Can provide transparent, comprehensive, and accurate evidence of existing policies, procedures, training, and systems they have in place to ensure compliance with applicable labour and anti-slavery laws and standards.

## Legal Requirements

All suppliers engaging in and form of business relationship with the University, must comply with all relevant laws and legal requirements.

The University requires suppliers to engage in ethical and lawful business practices that:

- ▶ Do not unfairly restrict competition;
- ▶ Are always fair, truthful and transparent; and
- ▶ Are not misleading or deceptive or likely to mislead or deceive.

## Use of Resources

Suppliers may only use University resources, including the University logo, for official University purposes if agreed to by an authorised University representative.

## Confidentiality of Information

If a supplier is provided with information by the University, then it may be used only for the purpose for which it is provided.

Where information is provided in circumstances where it is indicated to be confidential or where the supplier should believe is confidential, then the supplier must not disclose such information to anyone else.

## Privacy

Suppliers must comply with the requirements of the [Privacy and Personal Information Protection Act 1998](#) and the [Health Records and Information Privacy Act 2002](#) in respect of all personal information obtained from, through or for University.



## Working with Children

The University has policies and procedures to ensure the safety and wellbeing of children and young people in its care. Suppliers who perform a service for the University and engage in child-related work, must hold a working with children check clearance of a class applicable to the work, as per the [Child Protection \(Working with Children\) Act 2012](#).

## Intellectual Property Rights

Intellectual property rights are to be respected and negotiations undertaken with the University concerning any use of University intellectual property.

## Communication

All communication with the University and its employees should be clear, direct, and accountable to minimise the risk of inappropriate influence being brought to bear on the business relationship.

## Reporting Fraudulent, Corrupt or Unethical Conduct

Awareness or suspicion on reasonable grounds, of any of the following conduct by University employees or contractors, must be reported to the University:

- ▶ Fraud;
- ▶ Corrupt conduct;
- ▶ Maladministration;
- ▶ Conduct involving substantial risk to public health or safety; and
- ▶ Any other unethical or improper conduct.

Reports may be made to the University's Office of Audit & Risk Assessment ([ARA@westernsydney.edu.au](mailto:ARA@westernsydney.edu.au)) or Complaints Management & Resolution team ([complaints@westernsydney.edu.au](mailto:complaints@westernsydney.edu.au)).

Reports may also be made to the NSW Ombudsman, Audit Office of NSW or the Independent Commission Against Corruption (ICAC).

## Why Compliance is Important

All suppliers are expected to comply with the requirements set out in this Code of Conduct. By complying with the requirements set out in this Code of Conduct, it is intended that the supplier's business with the University will be conducted in a safe, fair, and ethical way.

Suppliers are informed that the consequences of non-compliance with this Code of Conduct could lead to:

- ▶ Termination of contracts;
- ▶ Termination of business relationships;
- ▶ Loss of future work;
- ▶ Legal action; and
- ▶ Matters being referred to other authorities, including for criminal investigation.



## Who to Contact

If it is believed that the principles detailed in this Supplier Code of Conduct have not been followed or more information is required on the ethical standards expected of suppliers, please contact the University's Office of Audit & Risk Assessment (ARA@westernsydney.edu.au) or Complaints Management & Resolution team (complaints@westernsydney.edu.au).

Further information is available on the University website at [www.westernsydney.edu.au](http://www.westernsydney.edu.au).