

At Griffith University, we believe the world can—and should—be a better place.

We pursue our [vision and mission](#) through our core principles of excellence, ethical behaviour and engagement, and are committed to living our values in the way we operate our university.

We care about the way our suppliers conduct business and want to work with suppliers who share our vision, mission and values, and our commitment to investment in First Peoples, environmental sustainability, diversity and inclusion, and social justice. Our values are also aligned with our commitment to the United Nations Sustainable Development Goals (SDGs) to achieve a sustainable future for all.

We believe that together we can make a difference. We are committed to acting in a manner that is consistent with the principles of this Supplier Code of Conduct (Code) and expect our suppliers to make the same commitments; ensuring that these principles are adopted throughout their supply chains.

## Application of the Code

As part of that commitment, we expect our suppliers to:

- read, understand and take reasonable steps to comply with this Code.
- take reasonable steps to communicate (in the relevant language) this Code with their employees, related entities, third parties, suppliers and subcontractors to ensure that they are aware of, understand and comply with this Code.
- check any respective contracts, agreements and purchase orders the supplier has with us to ensure they understand and comply with any additional obligations or higher standards than those set out in this Code.
- take reasonable actions to address any non-compliances with this Code including non-compliances by their employees, related entities, suppliers and subcontractors.
- notify us in writing should they cease to be compliant with this Code and assist us in conducting audits, due diligence checks or investigations with respect to compliance with this Code.

It is not our intention to penalise suppliers for honest mistakes or oversights that are found and corrected. However, suppliers who repeatedly or deliberately do not act in a manner consistent with this Code may be precluded from future business with us.

## Key Global and Australian legislation, standards, principles and policy

Our Code has been developed considering:

- relevant laws, principles and standards, including the [United Nations \(UN\) Declaration of Human Rights](#), [United Nations \(UN\) Guiding Principles on Business and Human Rights](#), and [International Labour Organisation Conventions](#),
- [UN Global Compact's ten principles](#) and our commitment to the [UN Sustainable Development Goals](#),
- our response to the [Modern Slavery Act 2018 \(Cth\)](#), and
- our requirement to comply with the requirements of the [Queensland Procurement Policy](#) as a statutory body within Queensland, and
- requirements of the [Queensland Government Supplier Code of Conduct](#), and
- Queensland Government [Ethical Supplier Threshold and Mandate](#)

We will update our Code as required based on leading practices and emerging legislation and will communicate these changes with our Suppliers promptly.

## Compliance with relevant legislation

In addition to any specific obligations mentioned elsewhere in this Code, suppliers will comply with all applicable laws and regulations. All references to “applicable laws and regulations” in this Code include local and national codes, rules and regulations as well as applicable treaties and voluntary industry standards.

Where local industry standards are higher than applicable legal requirements, suppliers are expected to meet the higher standards.

## Social expectations

### Affirming the rights of Australia's First Nations peoples

Suppliers must take reasonable steps to prevent or mitigate any adverse impact their activities may have on the rights of Aboriginal and Torres Strait Islander peoples such as discrimination, right to safety, land rights, self-determination, cultural protocol, intellectual property rights, security, privacy and labour rights.

Suppliers are encouraged to explore opportunities to engage Aboriginal and Torres Strait Islander businesses in their supply chains.

## Human rights

Suppliers must respect and support the protection of human rights as set out in the [United Nations \(UN\) Declaration of Human Rights, United Nations \(UN\) Guiding Principles on Business and Human Rights](#), and the [UN Global Compact's ten principles](#), including those of workers as well as individuals and communities impacted by their operations. Suppliers must ensure they are not complicit in direct or indirect human rights abuses throughout their supply chains.

## Modern slavery

Suppliers must identify, address and remediate modern slavery risks with their supply chains and where required by the [Modern Slavery Act 2018 \(Cth\)](#), report on risks of modern slavery practices (defined broadly to include all forms of human trafficking, forced labour, child labour and slavery-like practices) in their business operations and supply chains. This includes conducting appropriate risk assessments and managing identified risks in vulnerable industries (such as textiles, clothing and footwear), and where relevant establishing policies and practices that address supply chain risks of modern slavery and other human rights exploitation.

Suppliers must not contribute, cause or be linked to [forced, bonded, indentured or involuntary prison labour](#) of people in any part of their operations and supply chains.

## Labour rights

Suppliers must comply with the [International Labour Organisation Conventions](#), including but not limited to freedom of association, the right to collective bargaining, fair working conditions and wages, health and safety and elimination of discrimination in employment occupation.

Suppliers must comply with the [International Labour Organisation Conventions on child labour](#), including minimum age (Convention No. 138 and worst forms of child labour (Convention No. 182)).

## Workplace laws, regulations and instruments

Suppliers must ensure compliance with all relevant [workplace laws, regulations and instruments](#) and respect every worker's workplace rights and entitlements (e.g., not discriminate in hiring and employment practices, including salary, benefits, advancement, discipline, termination or retirement, on the basis of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, political opinion or disability).

## Workplace health and safety

Suppliers (including contractors) are expected to help create a safe and healthy workplace by complying with

our work health safety (WHS) management system ensuring:

- everyone has a right to a safe and healthy workplace
- the overall physical and psychological wellbeing of workers is essential in creating a rewarding and productive workplace
- that we recognise our responsibilities to work towards eliminating work-related injury and illness
- we support and rehabilitate our injured employees
- a strong and open relationship with workers and health and safety representatives
- workers have a responsibility to act in a safe manner and to report risks and accidents as they occur.

When working with us under a contract, agreement or other documented work arrangement, we will:

- consult with contractors in relation to work health and safety duties and obligations to determine how shared responsibilities will be managed
- provide workers with a safe and healthy workplace in which physical and psychological risks are eliminated or mitigated
- provide safe furniture and equipment as well as safe systems of work
- train workers so they can use the furniture and equipment correctly and work safely
- supervise workers to monitor their health and safety
- provide adequate facilities for the welfare of workers and people visiting us
- consult with workers on matters that may affect their health and safety
- investigate health and safety incidents and implement further risk mitigation if needed
- undertake ongoing monitoring of the contract to ensure that contract specific WHS requirements are met.
- provide sufficient information to a supplier for them to understand how we will use a product
- comply with the supplier's recommendations about the safe use, storage and disposal of products that are supplied to us.

When suppliers are working with us under a contract, agreement or other documented work arrangement, we ask that they:

- comply with their obligations under Australian work health and safety legislation and the contract specific WHS requirements
- consult with us in relation to work health and safety duties and obligations to determine how shared responsibilities will be managed
- demonstrate that they have an effective WHS management system

- provide information on how health and safety risks have been eliminated or mitigated in work being undertaken for us
- comply with the contract specific WHS requirements for qualifications, licences and registration
- comply with the procedures that we have implemented to protect workers' health and safety
- report all incidents that have affected the health and safety of people
- provide sufficient information to allow us to monitor contract specific WHS performance.

Additionally, if supplying goods to us, we ask that suppliers:

- supply products that are designed and manufactured to a minimum of the Australian Standards to minimise the risk of injury to people working or visiting us
- install or construct plant or structures so that they will be safe
- provide sufficient information on the safe use, storage and disposal of the product so that risks can be eliminated or mitigated.

### Domestic and family violence

Suppliers must have processes in place that complement existing legal protections to prevent and remediate domestic and family violence and abuse (e.g., whistleblower, support line, appointed family violence contact people within the workplace, awareness education and education for line managers on how to respond to disclosures of domestic and family violence from employees and workers).

Read the [Australian Human Rights Commission fact sheet](#).

### Grievance processes and communications

Suppliers must have processes in place for their employees and workers that could be impacted by a business's activities (including in the supply chain) to raise grievances concerning business-related human rights harm and to seek remedy.

To ensure their processes are understood and effective, suppliers must ensure that their communications are in the relevant language of the employees and workers.

### Animal welfare legislation

Where a supplier is in charge of animals used to produce food and beverages provided to us, suppliers must comply with the relevant animal welfare legislation (including the [Animal Care and Protection Act 2001](#) and regulations), related codes, standards and guidelines at a minimum, regarding those animals.

## Ethical expectations

### Ethical Supplier Threshold

The Ethical Supplier Threshold (EST) outlines the wage and entitlement standards expected of suppliers who wish to do business with Queensland Government entities including budget sector agencies, government-owned corporations, statutory bodies (including Griffith University) and special purpose vehicles.

Suppliers must comply with the [Ethical Supplier Threshold](#), as described the [Queensland Procurement Policy](#).

### Unethical conduct

We expect our Suppliers to operate in line with Griffith's values of ethical behaviour and excellence at all times. As such, Suppliers must not influence decision-making, engage in inappropriate supply market behaviours, engage in fraudulent or corrupt activities, or act in any manner that does not align with our values and commitments. For example, bribery or inducements (e.g.; offering gifts and benefits), money laundering, collusive arrangements, misuse of market power and procuring dumped goods).

### Cyber Security & Privacy

We expects suppliers to protect our student's and employees' personal information. Suppliers must implement industry best practices or standard technical and organisational security measures that align with our security policies. Suppliers must treat our data as confidential information and only use that data for the purposes of providing services outlined in contractual conditions.

When suppliers become aware of a data breach they must immediately notify us. Our [Privacy Plan](#) outlines our commitment and explains how we collect, use, disclose and protect personal information. Suppliers must apply adequate data privacy and security protection to protect personal information from unauthorised access, use and disclosure. Suppliers who collect, use, store or have access to our student's and employees' personal information must have adequate processes and procedures in place to monitor compliance with applicable Australian privacy laws and contractual privacy obligations.

### Conflicts of Interest

Suppliers must ensure that all conflicts of interest (whether actual, reasonably perceived or that could arise in future) are disclosed as soon as possible. This disclosure must occur during all stages of the procurement process when a conflict of interest arises, including when selecting suppliers (e.g., conducting a

tender process). In addition, suppliers should provide a copy of their conflicts of interest policy if they have one.

### Sub-contractor payment terms

Suppliers must offer payment terms to sub-contractors that comply with all applicable laws, including meeting Project Bank Requirements under the [Building Industry Fairness \(Security of Payment\) Act 2017](#), where applicable.

### Compliance with standards

Suppliers must ensure goods, services and works supplied comply with relevant standards (Australian or International).

### Environmental expectations

Suppliers must comply with all applicable laws and regulations relating to the environment, including any management and reporting obligations.

Suppliers must comply with Queensland Government single use plastics ban and have in place policies, procedures and practices to reduce single use plastics and/or have a target in place to reduce single use plastics by 2030.

Suppliers must take reasonable steps and have in place policies, procedures and practices to:

- reuse or recycle
- avoid or reduce waste, including plastic waste and use of plastic (especially single-use plastic) and disposable items.
- avoid or reduce hazardous and toxic substances use, storage, transportation and disposal
- reduce resource consumption, including raw materials, fuel, energy, and water. For example, the use of solar power or other renewable energy, use water saving taps and energy efficient light bulbs
- prioritise goods with the lowest whole-of-life environmental impacts by focussing on quality, durability, and products that can be reused, repaired and recycled, and that include recycled content
- ensure that farmed products or those harvested from terrestrial and aquatic ecosystems are ethically, sustainably and/or locally sourced where possible
- minimise packaging and ensure that wherever possible, packaging includes recycled content and can be recycled

Griffith has a goal to reach net zero carbon emissions by 2029, based on the defined emissions boundaries as outlined below.

Current emissions boundary includes:

- Scope 1 – direct emissions largely due to our own fleet and fugitive refrigerant emissions.
- Scope 2 – indirect emissions from energy use, and
- Scope 3 (partial) – indirect emissions due to business travel, waste and supply chain.

Achievement of these goals is driven by three key strategies:

- avoiding emissions
- reducing emissions
- generating and purchasing clean energy

Suppliers must take reasonable steps and have in place policies and plans for transitioning to and/or the generation and/or the procurement of renewable energy, and to reduce:

- risk of pollution,
- loss of biodiversity,
- deforestation,
- damage to ecosystems
- greenhouse gas emissions in line with science-based targets.

Read about our commitment to [Sustainability and the actions we're taking for the Sustainable Development Goals](#).

### Raising concerns and reporting a breach

At Griffith University, we are on a journey to transform lives and create a future that benefits all. It is an ambitious and bold journey that can only be successful if we voice the concerns of our suppliers and leverage their creativity and experience. We, therefore, invite all our suppliers to reach out with any questions, concerns and suggestions about this Code of Conduct, and notify us in writing where they cease to be compliant with this Code through the following channels:

- [procurement@griffith.edu.au](mailto:procurement@griffith.edu.au)
- Whistleblowing | Public Interest Disclosures should be made in accordance with the University's [Public Interest Disclosure Policy](#)
- Chief Finance Officer:
  - ✉ [complaints@griffith.edu.au](mailto:complaints@griffith.edu.au)
  - ☎ 61 7 373 57626
  - 📍 Nathan Campus, QLD, 4111