

Supplier Code of Conduct

A minimum set of expectations and behaviours for doing business with UTS

The University of Technology Sydney (UTS) strives to conduct sustainable and inclusive procurement.

Our suppliers are our partners in delivering the best social and commercial outcomes for UTS and associated entities.

This Supplier Code of Conduct (the code) outlines the ethical standards and behaviours we expect from ourselves and our suppliers.

1. We are committed to the highest ethical standards

When conducting business with UTS you can expect that we will:

- comply with applicable laws, regulations, policies and procedures
- act with integrity and openness
- demonstrate fairness and transparency in our dealings with individuals and organisations
- disclose any perceived or real conflicts of interest
- encourage fair and open competition while seeking value for money and innovative solutions
- adopt procurement processes to make it easy to do business
- publish details of contracts awarded as required by legislation
- protect and prevent the release of commercial-in-confidence information
- not seek, or accept, any financial or non-financial benefits from potential, current or past suppliers
- respond to reasonable requests for advice and information, including tender debriefings
- investigate complaints.

2. We expect our suppliers and their supply chains to commit to the highest ethical standards

When conducting business with UTS we expect that you will:

- comply with applicable laws, regulations, policies, procedures and good business practices
- ensure third parties acting on your behalf comply with this code
- act with integrity and openness
- conduct business in an ethical and safe manner
- disclose any perceived or real conflicts of interest
- not discuss or disclose dealings with UTS to the media without approval
- pay your suppliers / contractors on time
- protect and prevent the release of commercial-in-confidence information
- ensure the security and proper use of UTS information, assets and materials
- not offer UTS employees/contractors any financial or non-financial benefits

- respond to reasonable requests for advice and information
- report breaches of this code to UTS.

3. Implications of non-compliance with this code

Suppliers should be aware that non-compliance with this code when doing business with UTS, or demonstrated corrupt or unethical conduct, could lead to:

- termination of contracts
- loss of future work
- loss of reputation
- investigation for corruption
- matter referred for criminal investigation
- suspension or removal from prequalification schemes and panel arrangements.

4. More information

4.1 Gifts, hospitality and other benefits

Suppliers must not at any time offer or provide any financial or non-financial benefits to UTS employees/contractors.

UTS employees/contractors are not permitted to request financial or non-financial benefits and are expected to decline such offers.

4.2 Conflicts of interest

Conflicts of interest, whether real or perceived, must be immediately reported to UTS Procurement.

A conflict of interest can arise when a person's business and private interests intersect.

Private interests can include a person's own professional and financial interests, as well as past and present associations with other individuals, groups or family.

4.3 Confidentiality and intellectual property rights

Information provided by or collected from UTS is provided on a confidential basis, unless otherwise explicitly indicated, or the information is already in the public domain.

UTS and our suppliers will respect and honour each other's confidentiality and intellectual property rights.

4.4 Environmental sustainability

We expect our suppliers to minimise the environmental impact of their operations and maintain environmentally responsible policies and practices.

4.5 Sponsorship

Any sponsorship arrangement must be open and transparent and should not create any perception that it will improperly influence the decision making of UTS.

4.6 Labour and human rights

We expect our suppliers to provide a fair and ethical workplace free from workplace bullying, harassment, victimisation and abuse.

Our suppliers are expected to make all reasonable efforts to ensure that businesses within their supply chain are not engaged in, or complicit with, human rights abuses, such as forced or child labour.

4.7 Workplace health and safety

We expect our suppliers to provide a safe work environment and integrate sound health and safety management practices into their business.

Suppliers must comply with all applicable laws and regulations relating to workplace, health and safety.

5. How do I report wrongdoing?

If you are concerned about a possible breach of this code, you should report this directly to UTS Strategic Procurement.

If you are concerned about any conduct that could involve fraud, corrupt conduct, maladministration, or serious and substantial waste of public funds, this can be reported via one of these external channels:

- [UTS Strategic Procurement](#)
- corrupt conduct – [Independent Commission Against Corruption \(ICAC\)](#)
- maladministration – [NSW Ombudsman](#)
- access to government information (GIPA) – [Information and Privacy Commission NSW](#)