

BP11023 - Code of Conduct - Suppliers and Contractors

Document Owner	Chief Executive Officer
Policy Author	Executive Manager People, Culture and Safety
Supporting Legislation	Anti-Money Laundering and Counter Terrorism Financing Act 2006 (Cth) Criminal Code 1995 (Cth) s.70 Modern Slavery Act 2018 (Cth) Information Privacy Act 2009 (Qld) Public Interest Disclosure Act 2010 (Qld) Public Sector Ethics Act 1994 (Qld) Work Health and Safety Act 2011 (Qld)
Supporting Documents	OP8111 - Information Privacy Policy Unitywater's Modern Slavery Statement Unitywater's Modern Slavery Response Protocol (A7948513)

1. Introduction

Unitywater is a public sector entity as defined under the [Public Sector Ethics Act 1994 \(Qld\)](#). As a public sector entity, Unitywater is required to adopt a Code of Conduct which meets the requirements of the Act. The Supplier and Contractor Code of Conduct outlines the relevant and reasonable expectations of conduct, values and behaviours Unitywater requires from its Suppliers and Contractors at all times.

The Supplier and Contractor Code of Conduct applies to:

- a. Contractors and suppliers working on Unitywater sites
- b. Consultants and suppliers interacting with Unitywater team members and/or customers.

Contractors and Suppliers include any accredited certifiers that fall into the above two categories.

2. Purpose

Unitywater is committed to creating and maintaining an environment which is professional, responsive, safe and free from any form of unlawful or inappropriate behaviour for customers, clients, visitors, suppliers, contractors and team members.

Unitywater works with contractors, consultants, and suppliers who adhere to all relevant laws, act ethically, apply a rigorous work health and safety standard and comply with all relevant environmental laws and standards.



BP11023 - Code of Conduct - Suppliers and Contractors

3. Requirements

3.1 Modern Slavery, Human Rights and Labour Standards

Unitywater does not condone or permit discrimination, harassment, violations of privacy, slavery or servitude, restriction of free assembly or unfair employment practices. As such, it requires similar standards to be observed by its suppliers and contractors.

Suppliers and contractors are expected to take all reasonable steps to:

- a. review and comply with Unitywater's Modern Slavery Statement and Modern Slavery Response Protocol (<https://www.unitywater.com/publications-reports>), as it applies to you
- b. review and comply with the *Modern Slavery Act 2018*, as it applies to you
- c. actively take steps to abolish modern slavery by identifying and mitigating risks in your operations and supply chain
- d. prohibit child labour, forced labour or any form of human trafficking within your operations and supply chain
- e. promote non-discrimination and respect for your employees, treating all employees with dignity, equality and respect irrespective of skin colour, race, nationality, ethnicity, political affiliation, social background, disabilities, gender, sexual identity or orientation, marital status, religion, or age
- f. comply with applicable laws and sector specific labour regulations concerning hours of work and overtime laws
- g. provide your employees with wages and benefits at least as prescribed by the respective national laws, including minimum wage legislation, and in keeping with industry and local labour markets
- h. understand and familiarise yourself with Unitywater's commitment to the White Ribbon Foundation to prevent domestic violence and take all steps necessary to ensure your policies and guidelines do not contravene that commitment. Information can be found at <https://www.unitywater.com/about-us/our-business/accreditations>

3.2 Anti-Bribery and Corruption

Unitywater does not tolerate bribery or corruption in any form. As a supplier or contractor of Unitywater, you are expected to:

- a. review and comply with all State and Commonwealth criminal legislation, as it applies to you
- b. conduct all business in an honest and ethical manner
- c. act professionally, fairly and with integrity in all business dealings and relationships;
- d. refrain from, and take reasonable steps to prevent your employees from, making facilitation payments and inappropriate promises, bribes or gifts which are reasonably likely to have the appearance or effect of seeking to influence an outcome or a decision or any government entity or officer whether in Australia or internationally
- e. refrain from giving payments, gifts or excessive hospitality to Unitywater public officials or team members for the purpose of obtaining unfair advantage or benefit; for clarity Unitywater has a Gifts and Benefits Procedure which guides when a gift or hospitality may be considered appropriate and what notifications and disclosures must be made

BP11023 - Code of Conduct - Suppliers and Contractors

- f. resist any efforts made by others (including but not limited to Unitywater team members, customers, competitors, suppliers and contractors) to unfairly affect any decision-making process you may have in order to achieve unfair advantage or benefit
- g. refuse any bribe, facilitation payment, offer or employment or other financial or non-financial benefit which may impact your impartiality or performance of your role
- h. refrain from deliberately enticing a Unitywater Public Official or team member to leave Unitywater to work for you or any of your related parties, accept any bribe, or otherwise participate in corrupt conduct
- i. immediately report any attempted Bribery or Corruption.

Attempted Bribery or Corruption can be reported direct to your nominated contact at Unitywater or alternatively to integrity@unitywater.com.

3.3 Health, Safety and the Environment

When working with its partners, Unitywater strives for zero harm, whether to its customers and team members, suppliers and contractors or to the general public, communities and environment.

Suppliers and contractors are expected to:

- a. review and comply with all State and Commonwealth criminal legislation, as it applies to you
- b. review and comply with all State and Commonwealth health, workplace, safety and environmental legislation, as it applies to you.

3.4 Site Attendance and Representative Work

In recognition of the public trust placed in Unitywater, Unitywater suppliers and contractors must at all times:

- a. commit to conducting all business in observance of the highest ethical standards
- b. commit to excellence in service delivery
- c. manage conflicts of interests with integrity and without prejudice
- d. demonstrate a high standard of workplace behaviour and personal conduct
- e. ensure any attendance that occurs on a Unitywater site or otherwise engages Unitywater customers or the greater community does not tarnish or bring into disrepute the reputation or public standing of Unitywater.

When attending a Unitywater site, contractors and suppliers must comply with all onsite instructions as advised to them at the time of visiting. You also consent to being filmed on any of our security or dashcam cameras as they are located on particular worksites and for that footage to be collected, stored and used in accordance with Unitywater's Information Privacy Policy.



BP11023 - Code of Conduct - Suppliers and Contractors

3.5 Privacy

As a public entity, Unitywater is entrusted with the personal information of thousands of customers within its region. Protection of personal information and privacy laws is imperative to Unitywater, and as supplier or contractor you are expected to:

- a. review and comply with all State and Commonwealth privacy legislation, as it applies to you
- b. review and comply with Unitywater's Information Privacy Policy, as it applies to you, in particular when you are viewing, accessing, storing, using or otherwise managing the personal information of our customers or employees. This policy can be found at <https://www.unitywater.com/privacy>.

3.6 Contractual Obligations

In addition to the obligations set out above, you must comply with all responsibilities set out in your contract or engagement documents with Unitywater, where applicable.

3.7 Familiarity and Compliance with this Code of Conduct

Unitywater suppliers and contractors are required to familiarise themselves with, and comply with, this Code of Conduct. Unitywater will consider your performance in accordance with this Code when making sourcing decisions and managing its future relationships.

If you have concerns relating to misconduct, improper state of affairs or circumstances, illegality or fraud you can advise Unitywater by email at integrity@unitywater.com. Such emails can be made anonymously and may be protected under the QLD Public Interest Disclosure Legislation.

If you need assistance on how the Code applies to you, please contact your allocated Unitywater team member to discuss.