



**CONTRACTOR
CODE OF CONDUCT**

CONTRACTOR CODE OF CONDUCT

PURPOSE

The Telethon Kids Institute (“Institute”) is committed to sourcing goods and services in a responsible, equitable and sustainable manner and expect our Contractors to do the same. The Institute’s Contractor Code of Conduct Policy (“Code”) is designed to assist Contractors to understand their responsibilities and obligations regarding conduct and standards of behaviour in relation to delivering goods and/or providing services to the Institute and interacting with Institute personnel.

Contractors must act in accordance with this Code in all their interactions with the Institute and its personnel and be in full compliance with all applicable laws and regulations.



OBJECTIVE

The objectives of the Code are to:

- Provide direction around expected conduct by Contractors during all interactions with the Institute.
- Assist Contractors to deal with ethical issues in ways that reflect the Institute’s values and standards.
- Promote professionalism and excellence.
- Express the Institute’s assumptions, values and principles in relation to Contractor conduct.

SCOPE

This policy applies to all Institute Contractors, including Consultants.

DEFINITIONS

Term	Definition
Contract	Means an agreement between the Institute and a Contractor for the delivery of goods, services or works.
Contract Manager	An Institute staff member, honorary or student who is responsible, on behalf of the Institute, for managing and administering a service or works Contract.
Contractor	An organisation contracted by the Institute to carry out works or services. Includes principal contractors, sub-contractors, service providers and consultants.
Institute Personnel	Means Telethon Kids employees, board members, honoraries, students and volunteers.

PRINCIPLES

This Code of Conduct is underpinned by [Telethon Kids Institute Values](#):

COLLABORATION	COURAGE	EVIDENCE	RESPECT
Our work is better when we work together	No problem is too big or too difficult	We do not compromise on quality	We are honest, ethical and fair

This Code of Conduct provides specific guidance as to the standard of behaviour expected of Contractors. The Code complements the Contract between the Institute and the Contractor that defines the requirements, deliverables, terms and conditions, performance and standards expected by the Telethon Kids Institute.

The Institute expects Contractors to meet the below principles as a minimum:

Governance:

- Conduct all business in an ethical manner, with honesty and integrity.
- Do not commit any acts of corruption, bribery or fraud and do not offer Institute personnel or any related persons excessive gifts or entertainment.
- Obey all applicable laws, regulations and standards.
- Follow all reasonable governance and compliance requests from the Institute.
- Manage cybersecurity, data protection and personal data to good industry practice.
- Maintain confidentiality of information deemed confidential by the Institute.
- Avoid and / or declare any actual or perceived conflicts of interest.
- Behave in a way that upholds the values, integrity and reputation of the Institute.
- Accept responsibility for all conditions under which products are made and services are provided.
- Support and facilitate supplier diversity across the Contractor's supply chain, particularly in relation to support for indigenous businesses.

Health and Safety:

- Deliver the contracted goods and services in a safe, responsible and effective manner.
- Provide their staff a safe and healthy work environment.

Labour & Human Rights:

- Comply with all applicable anti-slavery and human trafficking laws, statutes, regulations and codes including the Modern Slavery Act 2018 (Cth).
- Have processes in place with regards to identifying and preventing risks of modern slavery practices as defined in the Modern Slavery Act 2018 in operations and supply chains.
- Respect the human rights of those in the Contractor's business operations and comply with all labour laws.
- Comply with and commit to continuous improvement of labour standards.
- Treat their staff and Institute Personnel with dignity, courtesy, respect and without harassment, discrimination or bullying.
- Uphold the principles of equal opportunity and diversity throughout the Contractor's business operations.
- Support their staff to realise their rights and minimise any related barriers. Provide their staff access to a mechanism to report grievances.

Environmental Performance:

- Reduce the environmental impact of the contracted goods and services.
- Ensure environmental impacts of delivery are minimized.
- Commit to reducing the environmental impact of operations.
- Actively encourage their staff to reduce the environmental impact of their activities.

Information and Reporting:

- Declare full details of sub-contractors to the Institute.
- Maintain and provide to the Institute on request accurate information about business activities, health and safety, labour and environmental practices.

Contractors are expected to act in accordance with the intentions of this Code, not to condone behaviour in breach of this Code and to report any breaches of this Code to the Contract Manager.

Breaches of this Code are to be treated as breach of contract by the Contractor where deemed appropriate by the Contract Manager. Breaches of this Code may be referred to the appropriate body for further investigation. The Institute may elect to cease to work with Contractors who do not meet the expectations outlined in this Code.

RELEVANT LEGISLATION

Including but not limited to:

- *Age Discrimination Act 2004*
- *Disability Discrimination Act 1992*
- *Equal Opportunity Act 1984 (WA)*
- *Fair Work Act 2009 (WA)*
- *Human Rights and Equal Opportunity Commission Act 1986*
- *Occupational Safety and Health Act 1984 (WA)*
- *Workplace Gender Equality Act 2012 (Cwlth)*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Australian Human Rights Commission Act 1986 (Cth)*

FURTHER INFORMATION

Further information about this policy can be obtained by contacting [Procurement](#).