

UQ Supplier Standards

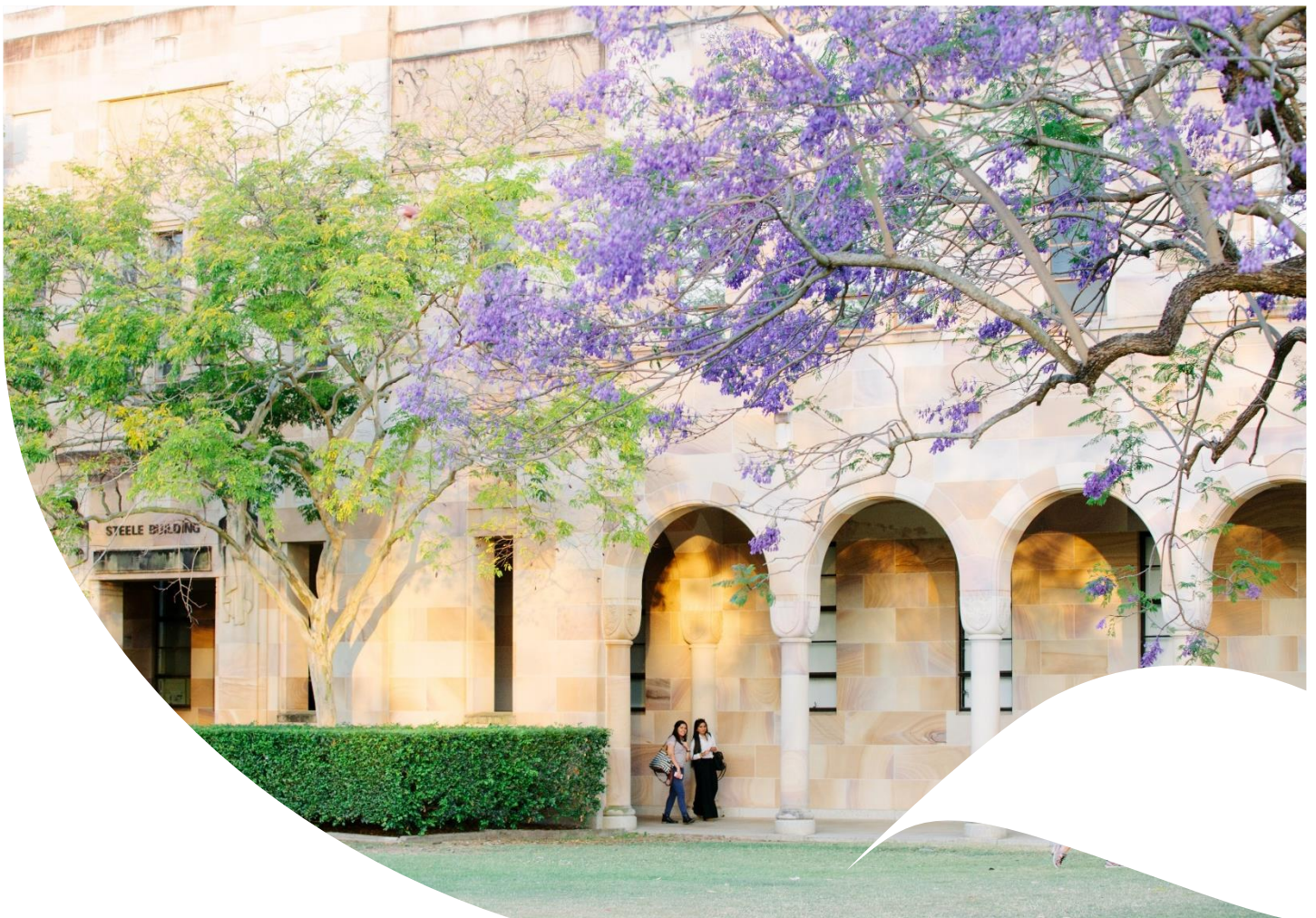
Why we have these standards

The University of Queensland (UQ) wants to do business with ethically, environmentally and socially responsible suppliers.

UQ is accountable for how it spends the funds entrusted to it by the Government, its partners, collaborators, donors and customers.

These UQ Supplier Standards outlines UQ's principal expectations of its suppliers. UQ expects its suppliers to review their compliance with these Standards and to proactively take action to remedy shortcomings. UQ expects its suppliers to cooperate with UQ when it seeks evidence of the suppliers' commitment to these Standards.

Suppliers' ability to meet these Standards will be taken into account when UQ is making procurement decisions.



Scope

These Standards applies to all suppliers to UQ, being all individuals and entities who supply goods and services to UQ, regardless of the activity, good or service being supplied or undertaken. UQ's suppliers are encouraged to review their own supply chain in the context of the principles contained in the UQ Supplier Standards.

As a prospective supplier to UQ, you should review the UQ Supplier Standards to ensure you are comfortable that you agree with the principles addressed. UQ reserves the right to choose to do business with suppliers that can demonstrate compliance with these Standards.

Formal incorporation into a particular contract between UQ and the supplier is not required for this to happen. UQ may include additional ethics, environment, or social responsibility requirements into contracts to address specific risks.

The Standards complement and support existing laws, policies and procedures, both Government and from UQ.

Key business principles

UQ's relationships with its suppliers are key to successfully meeting our vision of knowledge leadership for a better world. Our commercial partners must understand and deliver to our objectives, values and principles. UQ's procurement objectives are:

- enabling UQ's strategic outcomes,
- achieving value for money,
- ensuring responsible purchasing,
- engaging with reliable and reputable suppliers, and
- maintaining integrity, fairness, transparency and accountability.

What can you expect from UQ?

UQ is a statutory body; UQ's staff have rights and obligations under Queensland legislation.

UQ and its staff are committed to the University's core values of creativity, excellence, truth, integrity, courage, and respect and inclusivity.

In practice this means all UQ staff strive to:

- Operate within the law and consistently with our policies and procedures.
- Act ethically at all times and treat all stakeholders, suppliers and commercial partners in a professional, fair and honest manner.
- Pay valid invoices within the required payment terms (UQ's preference is 30 days)
- Disclose and take reasonable steps to avoid or manage any real or perceived conflicts of interest or biases.
- Not seek or accept gifts or benefits for oneself or any other person which might directly or indirectly compromise, influence or appear to influence our official University capacity.
- Report unethical practices, misconduct, fraud or corruption as soon we become aware of it.
- Accept responsibility and be accountable for our actions in accordance with delegated functions, accountabilities, and the requirements of [UQ's Code of Conduct](#).
- Actively promote the integrity and reputation of the University by always acting in the University's best interests.
- Have transparent and accountable procurement processes.

What UQ expects from you

UQ expects its suppliers to act ethically and with integrity, and according to good commercial and social practice.

Legal compliance

UQ expects that its suppliers comply with all relevant legislation and standards that apply to the jurisdictions in which they operate. Reasonable efforts should be made to ensure a similar approach from a supplier's own supply chain.

Ethical practice

The University expects suppliers to engage in ethical business practices and operate in an environment of integrity and accountability. This can be done in a number of ways including by:

- Meeting the **Ethical Supplier Threshold** as described in the [Queensland Procurement Policy](#).

- Complying with the purpose and intent of the [Modern Slavery Act 2018 \(Cth\)](#).
 - Ensuring that any **conflicts of interest** are managed by being disclosed to UQ as soon as practicable.
 - Demonstrating **high standards of conduct** including acting honestly, professionally, and fairly in all dealings with UQ and not engaging in any acts of corruption or bribery or applying undue influence to affect the business decisions of others.
 - **Protecting confidential, private, or sensitive information** relating to UQ, and only using such information in accordance with the terms and conditions of any applicable agreements.
 - **Modelling good business practices**, including not forcing unsustainable or unfair contract terms on your suppliers and appointing subcontractors through open and fair processes, maintaining accurate financial records and ensuring goods and services provided to UQ meet relevant compliance requirements and/or national or international standards.
 - Where appropriate, having policies and procedures in place that identify, manage, and **control risks** associated with your operations.
 - Having relevant policies in place that **protect staff** if reporting misconduct or raising concerns, and ensuring all affected staff are treated in a fair and transparent manner.
- Respecting freedom of association and the right to collective bargaining and allowing workers to join (without coercion) or be represented by a trade union or industrial organisation of their choosing.
 - Ensuring workplaces are free from harassment, bullying and discrimination.
2. Providing a **safe and healthy working environment**. This includes:
 - Complying with all relevant laws and regulations relating to workplace health and safety.
 - Having policies and processes in place to document and minimise health and safety related risks and incidents.
 - Ensuring equipment is safe for use and staff are fully trained in its use.
 - Proactively engaging with workers on safety issues and ensuring any policies and procedures are clearly communicated to all staff.
 3. Acting to **stop domestic and family violence** by:
 - Implementing initiatives within your business, such as endorsing a zero-tolerance approach to domestic and family violence.
 - Putting in place a workplace domestic and family violence policy.

Social expectations

UQ expects suppliers to recognise and support the welfare of their workers¹ and the community generally by:

1. **Treating your workers fairly and with respect** including:
 - Complying with relevant workplace laws, regulations and instruments relevant to the working conditions of workers, including the payment of wages, working hours, leave and employment benefits and superannuation entitlements.

¹ Workers in these Standards includes employees, contractors, agents, volunteers and temporary staff of the supplier and its related entities.

Commitment to supplier diversity

- UQ supports supplier diversity and in our [Reconciliation Action Plan](#) has committed to support Aboriginal and Torres Strait Islander owned businesses in our supply chain.
- UQ has committed to developing and implementing a strategy to support social enterprises in our supply chain and expects suppliers to mirror this commitment to supplier diversity in their own supply chains.



Environmental custodianship

The University expects suppliers to look for opportunities to improve environmental outcomes. This includes:

- Complying with all **relevant laws and regulations** relating to the protection of the environment.
- Taking all reasonable **steps to protect the environment**, including avoiding environmental damage and/or negative environmental impact through the manufacture and supply of goods or services.
- Taking reasonable steps to **minimise the volume of waste** produced, ensuring that waste is disposed of in a responsible manner, and where appropriate recycling waste to reduce the volume of waste going to landfill.
- Having an **environmental management plan** or system, policies, and/or procedures in place, and acting on them, to minimise environmental impact and adopt or work towards internationally recognised environmental standards.
- **Promoting positive environmental impacts** (such as reduced carbon emissions, use of

renewable energy, better carbon management, waste management, water management, reduced pollution levels and technological improvements) wherever possible.

- Being prepared to demonstrate or report to UQ their environmental and sustainability practices, if requested.

The benefits of complying with UQ Supplier Standards

It is UQ's expectation that suppliers will comply with the principles set out in these Standards. By doing so, the supplier's business with UQ will be conducted in a transparent, safe, fair and ethical manner. This will in turn strengthen the relationship between the supplier and UQ, providing sustainable arrangements and building trust and understanding.

When it goes wrong

Non-compliance with the Standards will be addressed by UQ as part of its ongoing supplier management activities. Where appropriate and brought to our attention early, UQ will endeavour to work with suppliers to remediate that non-compliance. Where remediation is not possible, non-compliance could, where appropriate, lead to not just relationship consequences, but more formal outcomes including referral for investigation by law enforcement agencies where it is reasonably anticipated that laws have been breached.

For more information or to engage directly with UQ on any of these matters, please contact Enterprise Procurement at procurement@uq.edu.au.

If you have concerns regarding illegal activity or corruption they should be immediately referred to either the [Queensland Police Service](#) or the [Crime and Corruption Commission](#).

Concerns regarding breaches of regulation should be referred to the relevant regulatory body.

For further details contact:

Enterprise Procurement
The University of Queensland
procurement@uq.edu.au