

## Supplier Code of Conduct – Questions and Answers

These questions and answers are intended to assist suppliers in understanding why Waipa District Council are implementing the code.

### *What's the purpose of the Code?*

This Code outlines Council's expectations of the suppliers we engage. Council expects its suppliers to meet or exceed the minimum standards set out in this Code and to comply with all applicable laws and regulations when doing business with us.

### *Why develop this Code?*

Council is committed to sustainable, transparent and inclusive procurement and we expect the same high standards of our suppliers. This Code states the behaviours and standards that are expected of suppliers to Waipa District Council. Suppliers are often an extension of Council's business, with their employees interacting with the public on our behalf.

### *How will this Code be implemented?*

We are asking all of our existing suppliers to commit to the Code, and we will be requiring all new suppliers to commit to the Code. The Code will also be included in our tender documentation.

### *What will happen if a supplier does not meet the expectations of the Code? How will this be enforced?*

Our Purchase Order terms and conditions require our suppliers to meet all legislative requirements, as do our contracts. A failure to meet these requirements may include grounds for termination. If there is evidence a supplier has offended against the Code they may be excluded from further opportunities in dealing with Council. We may be checking on compliance as part of any contract reviews.

### *Will this generate any additional costs for suppliers?*

This Code reflects what should sensibly already be in place. Conforming to this Code by applying ethical, sustainable and socially responsible business practices will strengthen the integrity of suppliers'

businesses. Businesses that don't have ethical, sustainable and socially responsible business practices may well incur costs in meeting the minimum standards set out in this Code.

*What are ethical standards?*

In order to do business with Council we expect suppliers to conduct their business and affairs in accordance with the highest ethical standards, including meeting industry standards and codes, not misleading or deceiving, acting fairly and honestly and treating people with respect.

*What do you mean by being transparent about their practices?*

There are a range of ways suppliers can be transparent about their ethical policies and practices. These could include publishing their workplace policies online, promoting them or providing them when requested.

*Why are suppliers asked to 'monitor and address' human rights within their supply chain?*

We expect suppliers to adhere to human rights standards within their domestic supply chain, such as eliminating modern slavery. This Code sets an expectation that suppliers monitor human rights and take reasonable steps to address any breaches that come to their attention. We want to strike a balance between setting expectations on suppliers and not creating a Code that is overly burdensome for businesses in New Zealand.