



University of New South Wales (UNSW) Supplier Charter

Our commitment to meet Sustainable Procurement practices

Introduction

UNSW is committed to strengthening our third-party supplier relationships, including our non-commercial and research partners. We strive to support the people, communities and supply chains that we work with, both locally and overseas. We understand that this commitment results in value for money through strong supplier partnering, sustainable sourcing practices and consistent and transparent commercial processes. The purpose of this Charter is to work with our suppliers to meet sustainable procurement practices.

We encourage engagement from a diverse range of organisations, from sole traders to global enterprises. All of these, including our affiliates and partner entities contribute to the vision of UNSW's 2025 Strategy, 'To improve lives globally, through innovative research, transformative education and commitment to a just society'.

Application of this Charter

Suppliers must operate in full compliance with laws, rules and regulations of the jurisdiction that they do business. The expectations outlined in this Charter do not supersede or alter existing regulatory and/or contractual obligations.

All suppliers and partners that deliver goods and services to, or on behalf of UNSW are expected to commit to the Charter.

Commitments

There are three key commitments that UNSW request suppliers to adhere to when transacting with, or on behalf of UNSW to comply and contribute to UNSW's vision and key strategy initiatives:

- complying with laws, rules and regulations, implemented at a state, national and global level, including relevant UNSW policies and procedures
- complying with requests for information, collaborating with UNSW (or authorised third parties) to implement and/or manage corrective/remediation plans
- displaying strong business ethics, collaborating transparently with customers, suppliers and UNSW, to identify improvements and implement robust sustainable supply chain practices, wherever possible.

Over and above compliance, these commitments aim to protect and improve workplace and social conditions for workers and communities as well as our natural environment locally and globally.

Defining Sustainable Procurement practices

UNSW aims to deliver outstanding environmental, social and economic benefits to UNSW students, staff and the community through understanding and strengthening our supply chains. Ensuring that UNSW uses the optimal procurement practices is essential to the success of meeting our strategic objectives, as well as stabilising and strengthening our legislative obligations, including public entity reporting requirements on sustainable procurement.

UNSW may request from a supplier, information, evidence or initiate as required corrective action plan(s) during any phase in the procurement lifecycle, irrespective of value or risk. Should these requests be sought, it is imperative they be prioritised. Acceptance of this Charter establishes that suppliers will work with UNSW in good faith, openly and collaboratively, to positively contribute to UNSW's overall sustainability goals.

Reporting misconduct, unethical and suspected breaches

For reporting relating to misconduct, unethical behaviour or suspected breaches, UNSW will manage these in accordance with the UNSW Complaints Procedure. To lodge a complaint or find out how this may be of use should it be required, please visit <https://www.unsw.edu.au/complaints>

Application of Commitments (to work for, or on behalf of UNSW)

Corporate

- undertake duties, on or on behalf of UNSW in a respectful and professional capacity when dealing with our students, staff and community
- ensure confidential information is treated as confidential and conflicts of interest are mitigated, managed and monitored. This includes performing duties without favouritism, bias or for personal gain
- manage records that contains connection(s) with any event, person, circumstance or thing in accordance with ISO standards and best practices. This includes having a clear and compliant archiving process
- identify appropriate boundaries for the provision of gifts, benefits and hospitality from third parties and partners. When transacting with UNSW, relevant UNSW policies and procedures in relation to gifts, benefits and professional standards will apply at all times.
- ensure established business integrity policies and practices exist to support strong commercial compliance and ethics. This includes protecting the privacy of any personal information and proactively combatting bribery, fraud and corruption. This includes understanding Australia and International protective security, and anti-fraud and corruption legislation and integrated these fundamentals into everyday business operations.
- actively seek information from third party supplier(s), partners and affiliates on their business practices. This may include auditing third parties, providing regular training and setting forth the standards they require, to maintain a working relationship. Leading by example, setting the appropriate controls and mitigation can prevent reputational and profitability impacts across direct and indirect supply chains.

Environmental

- demonstrate commitment to environmental sustainability including through company policies, systems and, where applicable, product stewardship programs.
- contribute to UNSW's commitment to achieve net zero total greenhouse gas emissions by setting 1.5°C-aligned targets, implementing emission reduction initiatives and engaging with UNSW on emission reduction activities and reporting as requested.
- prioritise goods with the lowest whole-of-life environmental impacts by focussing on quality, durability, and products that can be reused, repaired and recycled, and that include recycled content.
- ensure that farmed products or those harvested from terrestrial and aquatic ecosystems, such as timber, food and drink products, are ethically, sustainably and/or locally sourced where possible.
- minimise packaging and ensure that wherever possible, packaging includes recycled content and can be recycled.
- adhere to all environmental regulations including the [Protection of the Environment Operations Act 1997 \(POEO Act\)](#).

Diversity

- create a workplace that encourages diversity including social, professional identity and inclusion to improve workplace culture and promote the wellbeing of all people
- create a workplace that encourages diversity and actively prohibits discrimination and harassment in accordance with Australia's federal anti-discrimination laws
- identify opportunities to implement supply chain diversity within your respective supply chains, to contribute to the greater social good. These may include, but are not limited to, indigenous owned businesses, social return enterprises, women owned business, disability enterprises, LGB&T communities and a range of other ethnic, demographic and social groups.

Human Rights

- ensure working hours, wages and entitlements are lawful and honoured. This includes rights and obligations in accordance with Fair Work and any overseas regulatory/legislative bodies which provide employment governance practices.
- ensure business, employment and contractual practices secure the health and safety of workers in accordance with [Work Health and Safety \(WHS\) Act 2011](#). This includes rights and obligations in accordance with Work Health & Safety national and state legislation, as well as any overseas regulatory/legislative requirements.

- ensure that freedoms to associate and to bargain collectively are provided as a fundamental right
- improve human rights and reduce modern slavery, being the exploitation of people for personal and commercial gain identified in both International operations and workers in Australia’s supply chains. This includes compliance with the [Modern Slavery Act 2018](#) with information requests relating to mandated and non-mandated reporting requirements.

Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Director, P2P	October 2020	October 2020	New document.
1.1	Director P2P	5 October 2021	5 October 2021	Environment section updated. Revision history included.