

# C&K Supplier Code of Conduct

*Where children come first.*



C&K is committed to ethical, sustainable and socially responsible procurement and we expect the same high standards of our suppliers. We care about the way our suppliers do business when providing goods or services to us.

This Supplier Code of Conduct sets out our expectations for businesses that want to sell their goods or services to us, and outlines what constitutes a responsible supplier. This Supplier Code of Conduct applies to all procurement activities regardless of their value.

## Commitment and Principles

C&K expects the highest ethical practices and professional standards from its suppliers through their commitment to:

- Compliance with laws and regulations;
- Socially responsible and sustainable practices;
- Valuing and respecting all people by respecting diverse backgrounds, experiences and perspectives;
- Robust corporate governance;
- Displaying integrity with a proactive focus on risk awareness and management; and
- Environmental stewardship.

We expect that our suppliers and their supply-chains adhere to these same principles.

## Human Rights

We expect our suppliers will:

- Not use child, forced or involuntary labour in any form;
- Provide goods and services in a manner consistent with any applicable human rights obligations and relevant modern slavery legislation;
- Freely allow workers to associate with others, form and join (or refrain from joining) industrial organisations or associations of their choice and bargain collectively, or engage in any lawful industrial activity without interference, discrimination, retaliation or harassment;
- Ensure compliance with relevant laws affecting forced or involuntary labour, child labour, discrimination, and security practices; and
- Proactively identify, address and – where required by legislation – report (to the relevant authority) risks of modern slavery practices (defined broadly to include all forms of human trafficking, forced labour and slavery-like practices) in their business operations and supply chains.

## Environmental Management

We expect our suppliers will:

- Take responsibility for and minimise negative environmental impacts of their operations;
- Comply with all applicable environmental laws and regulations;
- Minimise waste and emissions by maximising the use of any raw materials, energy and other natural resources used in their operations; and
- Maintain environmentally responsible policies and practices.

## Diversity and Inclusion

We expect our suppliers will:

- Authentically embrace diversity, and inclusivity in the workplace;
- Where appropriate, actively seek opportunities to include individuals and groups with attributes that broaden the diversity of the workplace;
- Demonstrate zero tolerance of discrimination, bullying, harassment or victimisation; and
- Ensure hiring practices are based on an individual's ability to do the job.

## Integrity

We expect our suppliers will:

- Have policies and procedures in place to eliminate any form of corruption, including extortion, collusion and bribery;
- Confirm their commitment to fair competition and an open marketplace;
- Inform C&K of any conflict of interest—real or perceived—as soon as they become aware of it;
- Not offer any gifts or preferential terms to any C&K employee for the purposes of influencing a decision;
- Enable employees to raise concerns without fear of retribution, for example through a whistleblower policy or similar process which is clearly communicated and understood by employees; and
- Uphold confidentiality in respect of any private, confidential, and/or commercially sensitive information.

## Workplace Health and Safety

We expect our suppliers will:

- Comply with all relevant health and safety laws and regulations;
- Take proactive measures to prevent workplace risks; and
- Provide appropriate training, personal protective equipment, and supervision to support workers to perform their jobs safely.

## Community Engagement

Suppliers understand how they impact the communities in which they operate.

## Privacy

Suppliers must comply with C&K's [Privacy Policy](#) and [Privacy Collection Statement](#) in addition to all applicable privacy laws and the *Privacy Act 1988* (Cth).



## Compliance with this Code

Suppliers are expected to assess their compliance with this Supplier Code of Conduct and take timely action to correct any deficiencies or breaches identified.

Suppliers may be requested to provide evidence of compliance in accordance with this Supplier Code of Conduct.

C&K welcomes discussion from Suppliers on how best to apply this code. Suppliers are expected to adopt similar principles to those outlined in this Supplier Code of Conduct when dealing with their own suppliers.

For more visit: <https://www.candk.asn.au/publications>

## On behalf of my organisation I:

- a. confirm that the C&K's expectations of suppliers as set out in the Code are understood;
- b. provide a commitment that my organisation will aspire to meet C&K's expectations of Suppliers as set out in the Code, including as updated or amended by C&K.

**Signature:**

.....

**Name:**

.....

**Position:**

.....

**Organisation:**

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