

# Supplier Code of Conduct



Document Owner:

Head of Procurement

Reviewed and Approved:

July 2021

Cleanaway recognises that its reputation is an essential element of its success, and that there is a direct correlation between its reputation and the integrity of all those who represent Cleanaway, including its suppliers.

Suppliers are an integral part of our business, helping us become the market leader in the complex and fast evolving environment of waste management.

For these reasons, it is essential that our suppliers share our values, principles, and commitments. This Supplier Code of Conduct sets out the minimum requirements which we expect of our suppliers. Our suppliers' ability to meet or exceed these minimum requirements will be considered when making procurement decisions.

## Values

At Cleanaway, everything we do is driven by Our Mission of **Making a sustainable future possible** for all our stakeholders.

Our Values (comprising of the four (4) elements outlined below) guide how all of Cleanaway's representatives (including our suppliers) are expected to behave, both as individuals and as a group. They provide clarity about what is important to us, guide our priority setting and demonstrate Cleanaway's commitment to high ethical standards and behaviours:



### Home Safe

*We take responsibility for our personal safety, as well as that of our team. We are committed to Goal Zero, because everyone deserves to go Home Safe, every day.*



### Stronger Together

*Building from a place of strength, we are focused on creating something stronger than the sum of our parts each and every day.*



### Integrity

*We do the right thing – no matter what. Holding ourselves to higher standards, we say what we mean, and we do what we say.*



### We Make A Difference

*We are proud of what we do to make a sustainable future possible – for our employees, our customers, our investors, the communities in which we work, and the planet.*

## Safety

Our suppliers play a significant role in our business and our commitment to keep each other, our workers, customers and the public safe with the objective of zero harm. All our suppliers must have a documented set of policies and programs aimed at promoting a safe, healthy, and secure workplace and compliance with all applicable laws and regulations.

## Diversity and Positive Workplace

Each of Cleanaway's suppliers must ensure that any form of bullying, harassment, discrimination, physical, sexual, psychological, or verbal harassment or any other form of abuse is not tolerated within their organisation and that all their employees are treated with respect and dignity, regardless of their gender, race, ethnic origin, religion, marital status, age, physical and mental ability, sexual orientation and/or any other status.

## Human rights

Each of Cleanaway's suppliers must:

- ensure that all work performed by or on behalf of the supplier is freely chosen by its employees;
- not use (or be indirectly connected with, through the supplier's own supply chains) any form of forced, bonded, compulsory labour, slavery, human trafficking, or other form of modern slavery;
- ensure that its employees are of legal working age, preventing any form of child labour;
- pay their employees lawful wages; and,
- provide fair working conditions to their employees, including adequate rest periods, sufficient leave, freedom of association and collective bargaining in accordance with relevant local laws.

## Community

Cleanaway takes pride in supporting the communities in which it operates and is committed to building strong community relationships that reflect its values.

## Environment

Consistent with Our Mission of **Making a sustainable future possible**, Cleanaway is dedicated to providing environmentally sustainable services, products and solutions, and to continually improve our standards, to ensure that we contribute to making a sustainable environment possible for future generations. Suppliers who take proactive steps to act responsibly in managing the environmental impacts of their businesses will be favoured as part of Cleanaway's procurement processes.

## Conflicts of interest

Cleanaway's suppliers must avoid actual, potential, or perceived conflicts of interest with Cleanaway and its employees. If any such conflicts of interest arise, they must be declared as soon as possible, so that appropriate steps may be taken to manage the relevant conflict(s).

## Business integrity and bribery or corruption

Cleanaway's suppliers must act with integrity, transparency and honesty. Amongst other things, Cleanaway's suppliers must comply with applicable anti-bribery and anti-corruption laws and must have adequate policies and procedures in place to monitor compliance with such laws. Cleanaway strictly prohibits its suppliers' payment of bribes, pay-offs, unjustified or inflated commissions, kickbacks and any like payments or improper benefits, whether directly or indirectly, no matter how large or small in value.

## Enforcement provisions

Cleanaway may, at any time, review or audit a supplier's compliance with this Supplier Code of Conduct. In such event, the relevant supplier must co-operate with Cleanaway's audit process by providing information, documents and access to staff, as Cleanaway reasonably requires. If Cleanaway identifies any deficiencies as part of its audit process, a relevant supplier must correct those deficiencies on a timely basis. We take this Supplier Code of Conduct seriously and any material non-compliance may result in the termination of a supplier's business relationship with Cleanaway.

## Seeking assistance

If you have any questions that are not specifically addressed in this document, please ask your Cleanaway procurement representative for guidance, or send an email to [Procurement.Department@cleanaway.com.au](mailto:Procurement.Department@cleanaway.com.au).