

## Supplier Code of Conduct



The Dunedin City Council is committed to safe, sustainable and inclusive procurement to deliver great value for our ratepayers, residents and visitors. We will run fair and open tender processes, treat our suppliers and partners with respect and will communicate and provide feedback in an open manner.

This Supplier Code of Conduct outlines the expectations we have of our suppliers but is not part of our contracts with them.

Suppliers must make their subcontractors aware of this code.

## EXPECTATIONS

### Ethical behaviour

We expect our suppliers to:

- manage their activities and affairs, and conduct themselves, with integrity in accordance with applicable laws and regulations
- uphold the highest standards of professional conduct at all times
- not engage in any form of fraud, bribery or corruption
- be transparent about their ethical policies and practices.

### Labour and human rights

We expect our suppliers to:

- adhere to international human rights standards in their workplace and monitor and address these standards within their supply chain
- comply with New Zealand employment standards and maintain a workplace that is free from unlawful discrimination, bullying and harassment.
- respect employee freedom regarding association and negotiation.

### Health, safety, wellbeing and security

We expect our suppliers to:

- comply with workplace health and safety laws and regulations and maintain healthy and safe work environments. The mental and physical welfare of all workers must be positively supported.
- undertake formally documented hazard and risk management prior to commencing any activity.
- review, monitor and implement continuous H&S improvements.
- ensure the health and safety of visitors and the public on any sites and/or work areas
- comply with our security requirements
- adequately protect any information, assets, tools and materials we provide.

### Environmental sustainability

We encourage suppliers to establish environmentally responsible business practices and proactively improve their environmental performance. We expect our suppliers to:

- conduct their business in accordance with applicable laws, regulations and standards regarding the mitigation of impacts on, and protection of, the environment
- work to improve their environmental sustainability and reduce their environmental impacts
- manage a waste minimisation and environmental policy/strategy
- help us work towards our carbon zero 2030 target.

### Corporate social responsibility

We encourage our suppliers to be good corporate citizens and contribute positively to their communities. This includes:

- paying their subcontractors promptly
- creating local job opportunities
- supporting the local economy
- actively engaging with local communities, supporting them where possible
- including local, Māori, and Pasifika businesses to deliver the contract.

The DCC is an accredited living wage employer and we encourage the living wage for all employees working on our contracts.

### COMPLIANCE

If the DCC considers a Supplier is not complying with this Code, it may by written notice:

- advise the Supplier of the non-compliance and request remediation of the non-compliance
- exercise any applicable right in the supplier's contracts with us
- where the non-compliance is not remedied, record the non-compliance for consideration in the future. The DCC may choose not to contract with the supplier in the future.

### SCOPE

This code applies to all suppliers, contractors, consultants, casual/temporary staff and volunteers at the DCC and related organisations including:

- Dunedin Botanic Garden
- Lan Yuan Dunedin Chinese Garden
- Dunedin Public Art Gallery
- Dunedin Public Libraries
- Enterprise Dunedin
- all aquatic facilities
- Toitū Otago Settlers Museum
- Olveston Historic Home.