



# Supplier Code of Conduct

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Southern Sydney Regional Organisation of Councils Incorporated  
(SSROC)

ABN 54 485 603 535



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## 1 Introduction and Purpose

Southern Sydney Region of Council's (SSROC) is committed to conducting our business activities with strong sustainability, governance oversight, and in a manner that is ethically, environmentally and socially responsible. The conduct, actions and engagement of our supply chain partners is integral to our capacity to deliver on this commitment.

### 1.1 Purpose

The purpose of this Supplier Code of Conduct (the Code) is to establish a framework for ethical and responsible business practices and standards throughout the supply chain. It aims to communicate the minimum standards that we require our supply chain partners to meet regarding the areas of sustainability, environment and climate change, social procurement, human rights and modern slavery.

By adhering to this Code we aim to establish a responsible supply chain that meets legal and regulatory requirements, achieves the best value commercial outcomes, and adheres to the highest standards of integrity, fairness, and benefit for our communities.

**Should any breach of this Code occur, it is essential that the supplier take prompt and appropriate action to address the situation. ([See section 3.](#))**

### 1.2 Related documents

This document should be read in conjunction with

- [SSROC Sustainable Procurement Policy](#)
- [SSROC's Statement of Business Ethics](#)

## 2 Expectations of suppliers

Suppliers are responsible for ensuring that their supply chain partners are vetted, and that they understand and meet the standards set in this Code. This Code forms a part of the contract and as such breaches of this Code constitute a breach in contract. By engaging with us, suppliers commit to upholding the following expectations as best they can.

### 2.1 Compliance with the law and regulations

In addition to any specific items mentioned elsewhere within this Code, Suppliers must comply with all applicable laws and regulations in NSW and all the jurisdictions in which they operate.

### 2.2 Environment, natural resources and climate change

SSROC is committed to reducing its impact on the environment and mitigating those that contribute to climate change. As far as practicable we follow the precautionary principle, taking preventative measures to address potential risks to our community and the environment and believe that it is more cost effective to take early action and ensure that environmental damage does not occur in the first instance rather than remediate after.



We preference supply chain partners who share this ambition, promote and demonstrate environmental responsibility and can provide us with solutions and data to meaningfully decarbonise and participate in the circular economy:

### 2.2.1 Decarbonisation and climate resilience

The majority of SSROC Councils have declared a climate emergency and made commitments to decarbonisation. It is therefore a priority that the suppliers we work with:

- Calculate organisational greenhouse gas emissions, commit to emission reduction targets and have a plan in place to reduce them. This includes transitioning to renewable energy sources where possible.
- Provide us when requested with verified data on environmental impact including greenhouse gas emissions, energy consumption, and country or geographic location of product origin for the products and services they supply.
- Understand the impact of climate change on their business and supply chains and implement measures to build resilience to climate related risks.

### 2.2.2 Circularity and Resource Recovery

Circularity and resource recovery at end of life is of great importance for SSROC and the communities we serve and support. We encourage our suppliers to identify and exploit opportunities that reduce their consumption of and impact on natural resources. Where requirements are met, SSROC will give preference to suppliers that:

- Identify and adopt improvements to resource efficiency by following the principles of circular economy: refuse, rethink, reduce, reuse, repair, refurbish, remanufacture, repurpose, recycle or recover.
- Supply products or services that follow the principles of circular economy (above) such as products that are refurbished, have reduced materials, recycled content, or have been remanufactured.
- Supply products that can be reused and repaired, and which can be recycled at the end of life or otherwise demonstrate product stewardship such as take-back schemes.
- Have a plan in place to assess and reduce environmental impacts across their operations and product life cycle.
- Have a recycling facility with a verified recovery rate.
- Demonstrate partnerships with a goal to improve environmental impacts.

## 2.3 Social procurement

Creating positive social impact is a fundamental part of SSROC and our member Councils responsibility to create healthy, resilient and connected communities. To help us achieve this common goal we preference suppliers who can demonstrate that they:

### 2.3.1 Diversity and inclusion

- Promote diversity and inclusion within their workforce, ensuring equal opportunities for all individuals regardless of race, gender, ethnicity, age, disability, or other characteristics and seek out and support minority-owned, women-owned, veteran-owned, and small businesses as suppliers and subcontractors.



### 2.3.2 Equal opportunity

- Support individuals who are experiencing barriers to employment. Provide employment opportunities for marginalised or disadvantaged groups, such as individuals with disabilities, refugees, or those facing barriers to traditional employment.

### 2.3.3 Indigenous procurement and partnerships

- Actively engage with Indigenous communities, seeking partnerships, collaboration, and input in a manner that respects and honours their rights and autonomy.
- Establish partnerships with Indigenous-owned businesses, fostering economic empowerment and supporting the growth of Indigenous entrepreneurship.

### 2.3.4 Enhanced livelihood of our communities

- Engage with and contribute to the well-being of local communities where they operate, supporting local initiatives, education, and social development.
- Demonstrate partnerships with a goal to enhance the livelihood of communities and collaborate with organisations or businesses on social initiatives, such as community outreach programs, charitable activities, or partnerships that contribute to social well-being and the local economy.

## 2.4 Ethical Behaviour

SSROC is committed to creating business relationships that are ethical, fair and transparent. **We will not engage with suppliers whose conduct could be perceived as unethical, including fraudulent and anti-competitive behaviour.** We expect our suppliers to act with equal integrity, honest, fairness and transparency at all times and at a minimum will:

### 2.4.1 Health and Safety

- Provide a safe and healthy working environment for all employees.
- Comply and/or exceed occupational health and safety laws and standards.

### 2.4.2 Labour practices

Suppliers must ensure that:

- Their workplace is free from bullying, harassment of any kind, mental, physical or verbal abuse.
- Freedom of association and the right for collective bargaining for workers is respected.
- They comply with applicable laws relating to wages and benefits including meeting minimum wage requirements and ensuring working hours are not excessive.



### 2.4.3 Human Rights and Modern Slavery

All suppliers must respect fundamental human rights of workers as set out in the [International Bill of Human Rights](#) and must comply [with Modern Slavery Act 2018 No 30](#) addition to labour rights based on the recommendations and conventions of the International Labour Organisation.

SSROC rejects any type of modern slavery practices and requires that our suppliers and sub-contractors monitor and ensure they do not use or any form of modern slavery including but not limited to:

- Forced labour
- Bonded labour
- Servitude
- Slavery
- Child labour
- Human trafficking
- Deceptive recruitment practices

Suppliers are expected to conduct relevant modern slavery risk assessments of their supply chains and share that information with SSROC when requested.

### 2.4.4 Anti-discrimination and Equality

SSROC is committed to achieving a fair and inclusive environment in its organisation and to working with others to achieve equality across Australian workplaces. As part of this commitment SSROC expects suppliers to:

- Not discriminate against any individual or group of individuals in their employment practices, within their operations or supply chains, based on protected characteristics.
- To take positive action to progress equality within their organisations such as promoting gender, race and disability equality.

### 2.4.5 Anti-Corruption:

Suppliers are required to:

- Ensure they have appropriate systems and procedures in place to mitigate against the risk of bribery and corruption in any form, including extortion, kickbacks, facilitation payments and improper private or professional benefits,
- Any existing or perceived conflict of interest should be reported immediately to SSROC.

### 2.4.6 Supply Chain Transparency and Due Diligence

Suppliers should provide transparency regarding their supply chain, disclosing information about the origin of materials and the practices of their sub-suppliers to ensure alignment with this supplier code of conduct and other related laws and regulation.



### 3 Compliance and Breaches

We require suppliers in our supply chain to comply with this Code and to promote compliance with the Code within their supply chain.

Should any breach of this Code occur, it is essential that the supplier take prompt and appropriate action to address the situation. Actions should include:

1. immediate notification of appropriate stakeholders (including SSROC);
2. investigation and documentation;
3. remedial action and improvement to prevent recurrence of the breach.

Suppliers, employees, sub-contractors or the general public can report breaches to this supplier code of conduct to [procurement@ssroc.nsw.gov.au](mailto:procurement@ssroc.nsw.gov.au) or 02 8936 3800.