



# Supplier Code of Conduct

## Introduction

The ACS Foundation was established in August 2001 to facilitate sponsorship of technology education and research projects. As an ACNC registered charitable organisation, the ACS Foundation provides tax effective work-placement programs for industry and private donors.

## Purpose

The ACS Foundation works with suppliers (also known as [sponsors or donors](#)) to support the future of the Australian ICT industry while strategically building their work-ready graduate pipeline.

## Scope

The scope of this document includes all direct and indirect business operations to ensure we operate collaboratively, legally, fairly and compassionately to all without favour or prejudice.

## Labor conditions and human rights

- **Employment** - When employing staff, suppliers are expected to comply with all relevant Australian laws concerning working wages, salary and hours. Suppliers are encouraged to support employees and enforce a reasonable workload.
- **Scholarships** - When hosting students on work experience or scholarship placement, suppliers are expected to comply with all relevant educational institution policies and procedures. This includes adhering to the Memorandum of Understanding and the Expectations and Responsibilities Handbook. Suppliers should seek to encourage and reward student contribution to their organisations while they are on placement.
- **Events** - When engaging with students on at educational events, suppliers must ensure they comply with relevant legislation including maintaining and furnishing working with children checks as requested. Suppliers should seek to foster a safe and welcoming environment for all students.
- **Health and Safety** - When considering workplace and conference conditions, suppliers are expected to comply with all relevant Workplace Health and Safety Legislation and Anti-discrimination Legislation. Suppliers are encouraged to pro-actively consider the welfare of all staff and clients to ensure workplaces that are free from bullying and harassment.

## Integrity, Ethics and Corruption

- **Discrimination** - Suppliers must strive to create a workplace where all members of the community are respected, included and treated equally regardless of any demographic factors.

# Supplier Code of Conduct

- Anti-bribery - The giving and/or receiving of gifts for the purpose of undue influence is not permitted. Any personal benefit derived from hospitality or nominal gifts should not exceed the value of AUD\$200. If such a gift is offered it must be declined and disclosed to ensure unquestionable integrity and ethics.

## Sustainability and Environment

- Material and energy usage - Suppliers are expected to support Australian initiatives to manage and reduce our energy usage and limit the quantity of consumable materials needed in business operations. Suppliers are encouraged to consider how technology may assist in the reduction of material and energy usage.
- Waste management - Suppliers are expected to comply with Australian initiatives to recycle and minimise the disposal of waste. Suppliers are encouraged to consider how they can pro-actively go beyond the minimum standards for Australian business.

## Financials and accounting practices

- Financial performance - Suppliers should only trade and operate while financially solvent. They should be compliant with all Australian tax legislation. Suppliers should seek to publicly publish or furnish their appropriate financial reports to ensure transparency.
- Auditing and Reporting - Suppliers should be independently audited on a regular basis. Suppliers should seek to present accurate forecasts and status updates at all times.

## Review, Monitoring and Non-Compliance

- Review and Monitoring - This policy will be reviewed at a minimum of every 3 years for currency and applicability. Suppliers compliance with this code of conduct will be monitored to ensure continuous compliance.
- Non-Compliance - If a supplier is failing to comply with this code, they will be notified by the ACS Foundation. Continued willful non-compliance may result in a termination of the supplier relationship.