

# Supplier Code of Conduct

Mater is committed to embed ethical and sustainably responsible practices in every aspect of its business and supply chain. This commitment extends to our suppliers as a shared and united objective. Mater commits to ensuring that its procurement practices are transparent, fair, and responsible and uphold high standards of integrity and honesty that align with its values.



**The Supplier Code of Conduct describes at a minimum the expectations in areas of integrity, ethics and conduct, conflict of interest, gifts and benefits, labour and human rights, health and safety, and environmental management. Mater Suppliers are required to commit to this Code and ensure that relevant areas of their business and supply chain meet these standards.**

A Supplier means any entity that supplies goods, services, or equipment to Mater Misericordiae Ltd and its subsidiaries of Mater Health, Mater Foundation, Mater Education, and Mater Research.

## Compliance with this Code

Mater expects the highest ethical practices and professional standards from its people, Suppliers and their supply chains through their commitment to the following business practices and principles, which underpin this Code:

- Compliance with laws and regulations, including minimisation of the risks of modern slavery
- 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 by mitigating environmental impacts.

Mater requires all Suppliers to check their respective contracts/agreements and purchase orders as they may contain additional obligations or higher standards than those set out in this Code. Suppliers are required to communicate the Code to their related entities, Suppliers and subcontractors who supply goods, services or equipment to Mater so that they are aware of, understand and comply with the Code.

## Reporting misconduct, unethical behaviour or suspected corruption

If a Supplier suspect matters of misconduct, unethical or suspected corruption involving Suppliers to Mater or Mater's personnel, this should be reported to Mater's Whistleblower Service. Please refer to the Whistleblower Policy. [Click here](#)

## Confidentiality, Intellectual Property and Privacy

Suppliers must not improperly use any private, confidential or commercially sensitive information in its possession relating to or in connection with its dealings with Mater. Mater and its Suppliers will respect and honour each other's confidentiality and intellectual property rights.

The Supplier acknowledges that:

- Mater is required to comply with the *Privacy Act 1988 (Cth)* and any law governing privacy or personal information (Privacy Legislation)

- Even if the Supplier is not specifically subject to the Privacy Legislation, the Supplier must not act or engage in any practice that would breach — or cause Mater to be in breach — of the Privacy Legislation.

### Conflict of Interest, gifts and benefits

Mater requires that all business activities should be undertaken with impartiality and any perceived or actual conflict of interest should be declared and reported to the Director, Procurement & Supply Chain Operations.

The appropriate handling of offers of gifts, benefits and hospitality is critical to earning and sustaining public trust. Suppliers should not:

- Offer Mater personnel gifts or benefits, either directly or indirectly, including that offers of hospitality must be limited to those of basic courtesy (such as tea or coffee during a meeting), or
- Take any action in order to entice or obtain any unfair or improper advantage.

### Human Rights

We expect our Suppliers will:

- **Comply** with international human rights laws, and norms set out in the International Bill of Human Rights and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work.
- **Manage** all operations and supply chains to assess the risk of modern slavery practices and implement mitigation strategies to reduce this risk in compliance with the *Modern Slavery Act 2018 (Cth)*.
- **Ensure** compliance with relevant laws affecting forced or involuntary labour, child labour, discrimination, and security practices. This includes freedom of employees to leave their workplace after their shift ends or to resign giving reasonable notice.
- **Provide** information or evidence when requested by Mater of the:
  - Supplier's steps to identify and assess risks of Modern Slavery practices in the operations and supply chains used in the performance of the Contract
  - the Supplier's processes for addressing any Modern Slavery practices of which it becomes aware in the operations and supply chains used in the performance of the Contract
  - the content and timing of training for Personnel about Modern Slavery, and
  - the Grievance Mechanism/s available to Personnel.
- **Allow** freedom of association and collective bargaining for workers to join or form trade unions of their own choosing and to bargain collectively.

### Protecting Health, Safety & Wellbeing

We expect our Suppliers will:

- **Comply** with all local regulations regarding the sourcing of materials and disposal of waste. Mater may seek chain of custody evidence for raw materials and waste management processes
- **Ensure** the safe storage, transportation and disposal of hazardous substances
- **Actively** manage the environmental impact of operations and take responsibility for minimising the negative impact of products and/or services throughout their lifecycle, and
- **Establish** an Environmental Management System aligned to ISO 14001 to manage environmental risks.

### Diversity and Inclusion

We expect our Suppliers will:

- **Authentically** embrace diversity, and through this become truly inclusive within the workplace
- **Actively** seek opportunities to include individuals and groups with attributes that broaden the diversity of the workplace
- **Demonstrate Zero Tolerance** of unlawful discrimination, bullying, harassment or victimisation, and
- **Ensure** hiring practices are based on an individual's ability to do the job and not on personal characteristics.

### Working hours, wages and benefits

Suppliers must:

- Follow all applicable laws and regulations with respect to wages, working hours and workers compensation insurance
- Ensure that all workers receive their legally mandated minimum wages, benefits, superannuation, leave entitlements and time off for legally recognised holidays, and
- Pay workers' wages as required under applicable laws in a timely manner and not be expected to use wage deductions as a disciplinary measure. All overtime is expected to be reasonable and paid at the rate and in accordance with the applicable laws and Awards.

### Integrity

We expect our Suppliers will:

- **Not tolerate** any form of corruption, including extortion, collusion, and bribery
- **Confirm** their commitment to fair competition and an open marketplace

- **Inform** Mater of any conflict of interest — real or perceived — as soon as they become aware of it
- **Provide** a whistle-blower policy or process which is clearly communicated and understood by employees, and
- **Maintain** confidentiality in respect of any private, confidential, or commercially sensitive information.

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

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

Suppliers should be aware that non-compliance with this Code when doing business with Mater, or demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts
- Suspension or loss of future work
- Loss of reputation
- Matter referred for investigation which could be reported to external enforcement bodies.



Mater will work with Suppliers to ensure they follow this Code of Conduct and welcomes dialogue on how best to apply this Code. At a minimum, Suppliers are expected to adopt similar principles to those outlined in this Code of Conduct when dealing with their own critical Suppliers.