

# ***The Smith Family Supplier Code of Conduct***

## **1 Our values**

As a national, independent children's charity, The Smith Family (**TSF**) works to help disadvantaged young Australians get the most out of their education so they can create better futures for themselves. We are committed to safeguarding children and young people from abuse and neglect.

We rely on our suppliers, vendors, contractors, partners and other third parties (together, our **Suppliers**) to help us achieve this goal.

We seek to engage with our Suppliers in a way that reflects our values of respect, integrity, collaboration, innovation and excellence.

## **2 Why we ask our Suppliers to comply with this Code**

This Code sets out the way we expect our Suppliers, their employees and everyone who works on behalf of them to behave when they are engaged with TSF, including through the supply of goods or the delivery of services.

We provide this Code to our Suppliers when they sign or renew a contract with us. We do this because:

- we need to know that our Suppliers are following Australian laws and regulations, particularly in relation to issues like Modern Slavery and the treatment of their workers; and
- we want to make sure that TSF and our Suppliers are acting transparently, ethically and responsibly.

Please read the Code carefully and tell us if you are unsure about anything in it.

## **3 What we expect from our Suppliers: worker conditions**

**Modern Slavery** describes situations where bullying, threats or lies are used to exploit victims and weaken their freedom. It can include human trafficking, slavery, servitude, forced labour, debt bondage, deceptive recruiting for labour or services, and the worst forms of child labour.

Our Suppliers must:

- ensure their workers are old enough to legally work, and not allow any unlawful employment or exploitation of children or vulnerable people in its own operations or those of its own suppliers
- not treat or allow their workers to be treated in any way that could be considered Modern Slavery;
- make sure their workers know about the risks of Modern Slavery and are not subjected to bullying, threats or lies to prevent them stopping work or leaving their place of work;
- pay and treat their workers fairly and in accordance with all laws and regulations;
- respect their employees' rights to organise and bargain together;

- provide a safe and secure workplace and fair working conditions, including rest periods and time off;
- prevent and take action against bullying, abuse, harassment and discrimination in the workplace; and
- take steps to fix any instance of Modern Slavery that it finds or suspects in its operations or supply chain.

Our Suppliers must also tell TSF about any incidents or problems with exploitation of children or vulnerable people or with Modern Slavery that they find in their business or supply chains.

This Code is not an exhaustive list of all requirements our Suppliers must comply with, and TSF expects its Suppliers to follow all applicable laws in the places where they operate.

#### **4 What happens if Suppliers don't comply with the Code?**

TSF may check whether its Suppliers are complying with this Code. This can include asking you to fill out a survey, talking to your workers, or visiting your business. TSF may also ask you to provide documents to show that you are complying with the Code.

If you have any questions about this Code or are having trouble complying with it, you can talk to the TSF representative who manages your contract. TSF will seek to work with Suppliers who have difficulty following the Code to try and fix the problems.

However, TSF may seek to terminate its relationship with Suppliers where problems are serious or a Supplier refuses to comply with this Code.

#### **5 Reporting concerns**

If a Supplier (or an employee of a Supplier) has serious concerns about Modern Slavery or other unlawful behaviour (including in relation to the exploitation of children or vulnerable people) within its own business or its suppliers' businesses, it is encouraged to immediately contact the TSF contact named in their contract to discuss,

If the Supplier has a serious concern that it considers could have legal implications for The Smith Family, its operations or reputation, the Supplier may also consider making a report under our ***Whistleblowing (Serious Reportable Issues) Policy and Procedure***, available on our website [www.thesmithfamily.com.au/about-us/governance](http://www.thesmithfamily.com.au/about-us/governance).

Reportable Conduct under that Policy will be managed with appropriate confidentiality (see the Policy for more information).

All serious complaints or concerns raised will be investigated. TSF may require Suppliers' cooperation in investigating these matters.