



GPC Supplier Code of Conduct

Brief description

The Gladstone Ports Corporation (“**GPC**”) wants to do business with ethically, environmentally and socially responsible suppliers.

This Supplier Code of Conduct (the “**Code**”) sets out the expectations that GPC has of businesses that want to sell their goods or services to GPC, and outlines what constitutes a responsible supplier.

It enhances our commitment to help Queenslanders prosper and support genuine local businesses by outlining clear standards and expectations.

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Custodian	Contract Specialist - Lead

Endorsed by General Counsel and Executive Management Team on 30/07/2021

If you require any further information, please contact the Custodian.

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The current version of this Instruction is available on GPC’s Intranet.

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1. Terms and definitions

In this Instruction:

“**Buyer**” means the GPC requestor for the provision of the product, services or materials to be procured.

“**Code**” means the GPC Supplier Code of Conduct that outlines the expectations that GPC has of those suppliers that want to do business with GPC. The Code aligns with Queensland Government requirements as expected of Government Departments, Agencies and other Government owned or established entities i.e. GOC, Statutory Authorities etc.

“**Ethical Supplier Threshold**” means the Ethical Supplier Threshold described in paragraph 2.3 of the Queensland Procurement Policy (“**QPP**”). The Threshold expresses the wage and entitlement standards expected of suppliers who do business with the Queensland Government.

“**Modern Slavery**” means slavery, servitude, forced labour, trafficking in persons (including orphanage trafficking of children), forced marriage, child labour, debt bondage and other slavery-like practices as defined in the Modern Slavery Laws.

“**Modern Slavery Laws**” means the *Modern Slavery Act 2018* (Cth), the *Modern Slavery Act 2018* (NSW), Divisions 270 and 271 of the *Criminal Code Act 1995* (Cth), and any other anti-Modern Slavery laws or regulations in force in Australia, and where relevant in other jurisdictions including anti-slavery and human trafficking Laws, international anti-slavery and human trafficking Laws.

“**QPP**” means Queensland Government has implemented the Queensland Procurement Policy (QPP), to ensure Government agencies conduct business with ethically, environmentally and socially responsible suppliers. The Ethical Supplier Threshold and Ethical Mandate Guidelines can be found via the following Government Website link:

<https://www.business.qld.gov.au/running-business/marketing-sales/tendering/supply-queensland-government/ethical-supplier-requirements/mandate>

“**Supplier**” means a person or organisation that offers for sale/provides a product or service. Vendor and supplier have similar meanings. These terms are often used interchangeably. GPC most commonly uses the word ‘vendor’ but where the word ‘supplier’ appears, readers should interpret this word to mean the same as ‘vendor’.

Terms that are capitalised and not otherwise defined in this Instruction are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).



2. Introduction

2.1 Purpose

This Code sets out the expectations that GPC has of businesses that want to sell their goods or services to GPC, and outlines what constitutes a responsible supplier.

2.2 Scope

- a) This Code applies to all procurement activities regardless of their value.
- b) Suppliers should refer to the Code when considering supplying to GPC.
- c) GPC reserves the right to do business with suppliers who demonstrate compliance with this Code.
- d) Suppliers are expected to proactively self-assess compliance and take action to remedy any shortcomings.
- e) In applying the Code, GPC will consider both the value and complexity of the procurement activity and include questions on the Code in procurement documentation. Suppliers with queries on how the Code is applied in any procurement activity should contact the GPC Supply Department.
- f) The Code complements existing laws, policies, and GPC terms and conditions, including the Queensland Government Procurement Strategy—*Backing Queensland Jobs*—and the Queensland Procurement Policy (QPP).
- g) In addition to any specific items mentioned elsewhere within this Code, you must comply with all relevant legislation and standards.
- h) Breaches of your contractual, policy and legal obligations may result in penalties under the Ethical Supplier Mandate.

2.3 Objectives

It enhances our commitment to help Queenslanders prosper and support genuine local businesses by outlining clear standards and expectations.

The standards and expectations set out in the Code are not intended to reduce, alter or supersede any other obligations which may be imposed by any applicable contract, law and regulation or otherwise.

3. Ethical expectations

Our procurement is conducted in an environment of integrity, probity and accountability. We are committed to the highest ethical standards and expect our suppliers to commit to the same. You can show this by doing the following:

3.1 Meeting the Ethical Supplier Threshold

You must comply with the Ethical Supplier Threshold, as described within the QPP. The Threshold expresses the wage and entitlement standards expected of suppliers who do business with the Queensland Government. Meeting the Threshold is a precondition for supply.



The Threshold applies to all suppliers to the Queensland Government, including government owned corporations, statutory bodies and special purpose vehicles. The threshold forms part of the Ethical Supplier Mandate requirements of the QPP.

3.2 Managing conflicts of interest

You must ensure that all conflicts of interest (whether actual, reasonably perceived or that could arise in future) are disclosed as soon as possible.

3.3 Demonstrating high standards of conduct

You must ensure that your business' behaviour is beyond reproach. You must not engage in fraudulent or corrupt activities including, for example, bribery or money laundering, or act in any manner which, by association, brings the government into disrepute.

3.4 Handling information

A diligent and practical approach must be taken to ensure sensitive information is appropriately managed in line with confidentiality agreements and any policies.

3.5 Not engaging in inappropriate supply market behaviours

You should encourage innovation and competition and must not act in a manner which involves a misuse of your market power or would be otherwise improper (e.g. collusive arrangements). This includes not procuring dumped goods.

3.6 Acting properly toward government officers

You are expected to be respectful of the ethical and code of conduct requirements that our staff need to meet, and not engage in actions which run counter to these obligations. You must not try to influence decision making through the use of inducements (e.g. offering gifts and benefits). Your conduct should recognise the expected integrity and accountability of public servants and their adherence to the Code of Conduct for the GPC.

3.7 Model good business practices

Your business should be conducted in a way that shows best practice corporate management. This includes promoting a collaborative relationship where buyer and supplier work together to resolve issues in a timely and respectful manner. This helps to avoid contractual disputes and promotes good working relationships.

3.8 Sub-contractor payment terms

We want to do business with suppliers that offer payment terms to sub-contractors that are no less favourable than those provided to you by GPC (unless otherwise mutually agreed with the sub-contractor). This also includes meeting Project Bank Requirements under the *Building Industry Fairness (Security of Payment) Act 2017* where applicable.

3.9 Meeting required standards

The goods and services provided should meet relevant compliance requirements and the Australian Standard (or an international standard in the absence of an Australian Standard) where specified. For building and construction this also includes using conforming products and materials.



4. Social expectations

We want to do business with suppliers who support the welfare of both their employees and the community generally. You can show this by doing the following:

4.1 Managing workplace health and safety

As well as complying with all workplace health and safety laws and regulations, you should also regularly manage and review workplace hazards and provide any required training to your employees. This includes proactively engaging with employees, industry bodies and unions.

4.2 Acting to stop domestic and family violence

The Queensland Government and GPC is committed to ending domestic and family violence. We ask that you support this by implementing appropriate initiatives within your business, such as having a stated zero tolerance approach to domestic and family violence or having a workplace domestic and family violence policy in place. A model domestic and family violence policy is available for adaption at www.forgov.qld.gov.au/workplace-package-domestic-and-family-violence.

4.3 Treating employees fairly

You must respect every worker's workplace rights and entitlements and ensure compliance with all relevant workplace laws, regulations and instruments. This includes properly paying employees, giving them their entitlements, not discriminating unlawfully and committing to workplaces free of harassment. This includes recognising the right of employees to be members of trade unions.

4.4 Acting against human rights exploitation in the supply chain

You must make all reasonable efforts to ensure that businesses within your supply chain are not benefiting from, engaged in or complicit with, human rights exploitations such as forced labour or coercion, or any type of modern slavery practice as defined in the *Modern Slavery Act 2018* (Cth).

4.5 Ensuring workplace diversity

We want to enhance workplace diversity. We value businesses that have policies and practices in place to encourage diversity and ensure equal employment opportunity for all people. This includes embracing social benefit opportunities such as training and employment opportunities for disadvantaged and marginalised jobseekers.

4.6 Providing quality, secure local jobs

We value suppliers who provide quality, secure local jobs. These jobs provide:

- employment where people live;
- permanency of employment;
- certainty of hours;
- fair wages and conditions;
- superannuation and workers compensation; and
- genuine respect for the rights of workers to collectively bargain.



5. Environmental expectations

We want to procure in a way that also protects and advances environmental priorities. You can show this by doing the following:

5.1 Enhancing environmental sustainability

We want you to look for opportunities to improve environmental outcomes. Things you can do include, but are not limited to:

- waste minimisation and recycling;
- reducing and/or offsetting carbon emissions;
- using solar or other renewable energy where possible;
- reducing the use of energy, water or other resources;
- reducing the use of hazardous and toxic substances, and ensuring their correct disposal; and
- minimising packaging.

6. How to deal with suspected breaches of the code

6.1 Concerns

- a) Concerns should be directed to the GPC Supply Department – 07 4976 1333: OR:
The Principal Representative (GPC Contract Owner)/department within GPC which has the contract with the supplier concerned.
- b) Alternatively, concerns can be raised with the QPP Compliance Unit. You can contact this unit by:
 - i. Email: QPPCompliance@hpw.qld.gov.au; or
 - ii. Free call: 1300 10 50 30.

6.2 Concerns regarding illegally activity or Corruption

- a. Any concerns regarding illegal activity or corruption should be immediately referred to either the Queensland Police Service or the Crime and Corruption Commission. Concerns regarding breaches of regulation should be referred to the relevant regulatory body.
- b. The expectations of the Code will assist in avoiding breaches of the Queensland Procurement Policy (which may incur demerits and/or a sanction).

7. Further Information

Further information: supplyadmin@gpcl.com.au
Phone: 07 4976 1422.
<https://www.gpcl.com.au/procurement-tenders>.



8. Appendices

8.1 Appendix 1 – Related documents

(a) Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	Legislation/regulation/guidelines
Federal Acts	<i>Modern Slavery Act 2018 (Cth)</i>
State Acts	<i>Government Owned Corporations Act 1993 (Qld)</i>
Other	Queensland Government Procurement Strategy – <i>Backing Queensland Jobs</i> Queensland Procurement Policy (QPP) Ethical Supplier Threshold Ethical Supplier Mandate

(b) Gladstone Ports Corporation documents

The following documents relate to this Instruction:

Type	Document number and title
Tier 1: Policy	#1321861 Procurement Policy
Tier 2: Standard/Strategy	#928057 Code of Conduct
Tier 3: Specification/ Procedure/Plan	#1326084 Procedure – Procurement of Goods and Services over \$20K #1284312 Procedure -- Procurement of Non-Contracted Services and Non-catalogued Goods up to \$20K
Tier 4: Instruction/Form/ Template/Checklist	#1715892 GPC Supplier Code of Conduct Declaration Instruction #1721839 GPC Supplier Code of Conduct – Supplier Declaration Form #1621179 GPC Corporate Glossary Instruction #1715894 GPC Supplier Code of Conduct – Guidance #1312245 Vendor application form
Other	



8.2 Appendix 2 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
28/06/2021	Drafted guidelines	Gary Larsen Supply Superintendent	Rufus Gandhi, General Counsel	GPC Executive Management Team (EMT)
13/01/2022	Updated version and revision dates	Gary Larsen Supply Superintendent	Jenelle Druce, Acting Chief Financial Officer	Jenelle Druce, Acting Chief Financial Officer