



GPC Supplier Code of Conduct – Declaration Form Information

Brief description

The Gladstone Ports Corporation (“GPC”) Supplier Code of Conduct (“Code”) 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.

It would be expected that suppliers sign the GPC Supplier Code of Conduct declaration as part of the invitation to tender or request for quote/proposal procurement process.

If a supplier does not sign the declaration, evaluators may wish to seek advice as to whether the offer should be set aside from further consideration.

Document information	
Current version	#1715892v6
First released	30/06/2021
Last updated	22/12/2025
Review frequency	Every 3 years or as required
Review before	31/12/2028
Audience	All GPC Suppliers providing goods, services or materials to GPC

Document accountability	
Role	Position
Owner	Supply Superintendent
Custodian	–Strategic Procurement Specialist
Endorsed by	Executive Management Team on 28/02/2026

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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GPC Supplier Code of Conduct

Declaration Form

<<insert tender reference number>>

Commitment to the Gladstone Ports Corporation (“GPC”) Supplier Code of Conduct

I, the undersigned, acknowledge that:

1. GPC wants to do business with ethically, environmentally and socially responsible suppliers.;
2. GPC has a Supplier Code of Conduct (the “**Code**”) that sets out the standards and expectations government has of businesses who want to sell their goods or services to GPC;
3. 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, regulation or otherwise; and
4. to ensure that the Code remains current and relevant, it may be amended or updated by the GPC, in its absolute discretion.

On behalf of my organisation I:

5. confirm that the GPC standards and expectations of suppliers as set out in the Code are understood; and
6. provide a commitment that, if selected to supply goods and/or services under any contract resulting from <<insert tender reference number>>, we will meet the undertakings as contained within this declaration and particularly as per items 7 to 9 of this form.

I will:

7. be responsible for periodically checking for updates and amendments to the Code – latest version can be found at <https://www.gpcl.com.au/procurement-tenders>;
8. aspire to meet the GPC standards and expectations as set out in the Code, including as may be updated or amended;
9. will raise concerns or otherwise seek clarification in relation to any aspects of the Code, including any updates or amendments to the Code; and



10. make best endeavours to ensure the business' supply chain is ethical, compliant with the Code and not complicit in practices that may constitute modern slavery, including taking appropriate measures to assess and address supply chain risks.

Declaration

Signature:

.....

Name:

.....

Position:

.....

Organisation:

.....

Date:

.....

Form MUST be signed. Signature can be an electronic signature if preferred (must be electronic signature and not a typed name/font).

By signing this document, you declare that at present, you have to the best of your knowledge, answered the above questions correctly in relation to the nominated bidder submitting a bid to undertake goods/works/services under this ITT/EOI/RFT/RFQ/RFP, to GPC.



Appendix 1 – Related documents

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 Procurement Policy (QPP)

Gladstone Ports Corporation documents

The following documents relate to this Instruction:

Type	Document number and title
Tier 1: Policy	#1932103 Procurement Policy
Tier 2: Standard/Strategy	#928057 Code of Conduct
Tier 3: Specification/ Procedure/Plan	#1326084 Procedure – Procurement of Goods and Services over \$50K #1284312 Procedure – Procurement of Non-Contracted Services and Non-catalogued Goods up to \$50K
Tier 4: Instruction/Form/ Template/Checklist	#1715893 GPC Supplier Code of Conduct #1621179 GPC Corporate Glossary Instruction #1715894 GPC Supplier Code of Conduct – Guidance
Other	

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)
22/12/2025	QPP 2026 and remove ESTF and ESM	Gary Larsen Supply Superintendent	Charleen Riley – Acting Chief Financial Officer	GPC Executive Leadership Team (ELT)