



CAROLINE
CHISHOLM
CATHOLIC COLLEGE

Supplier Code of Conduct

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Caroline Chisholm Catholic College's Business Dealings¹

We are all responsible for the College maintaining the highest standards of ethical business conduct.

The College's key commitments to our community including the staff, students and their parents are to:

- act honestly and fairly in our relationships with all, including our students and their parents/caregivers
- provide services to the standards that have been agreed
- take all reasonable steps to ensure the safety of services we provide
- not engage in bribery or corruption in relation to our students or their parents
- meet all relevant legislative requirements and international standards
- use suppliers and contractors who abide by the principles of our Code of Conduct
- procure goods and services from those organisations demonstrating good ethical practice.

The College's key commitments to our suppliers and contractors are to:

- act honestly and fairly in our relationships
- not engage in bribery or corruption
- encourage suppliers and contractors to abide by the principles of our Code of Conduct
- endeavour to procure goods and services from those organisations demonstrating good ethical practice.

¹ <https://cccc.complispace.com.au/OurBusinessDealings>

Introduction

In line with Catholic Social Justice principles, our College values, vision and our work as part of Catholic education, Caroline Chisholm Catholic College is committed to the highest standards of ethical conduct, social responsibility and environmental sustainability for ourselves, and those we work with.

To this end, Caroline Chisholm Catholic College requires its suppliers to provide their workers with dignity, respect and safe working conditions, to act fairly and ethically, and be environmentally responsible wherever and whenever they make products or perform services for us.

We require our suppliers to not only act in accordance with the principles and standards outlined in this Caroline Chisholm Catholic College Supplier Code of Conduct (“Code”), but to be in full compliance with all applicable laws and regulations.

Caroline Chisholm Catholic College’s Code outlines our expectations of suppliers and their conduct regarding labour and human rights, workplace health and safety, environmental protection and ethical practices.

The Code draws upon international standards that advance social and environmental responsibility, so that Caroline Chisholm Catholic College and our suppliers can go beyond simple compliance with the law. If there is a difference between our standards and legal requirements, the stricter of the two will apply, in compliance with applicable law.

Caroline Chisholm Catholic College will assess our suppliers’ compliance with this Code, and any violations will be taken seriously and investigated; Caroline Chisholm Catholic College will seek alternative sources where the conduct of suppliers demonstrably violates this Code, and there is no willingness to address the failure to comply with the Code within a reasonable time period.

The Code applies to Caroline Chisholm Catholic College suppliers and their subsidiaries, affiliates and subcontractors (each a “Supplier”) that provide goods or services to Caroline Chisholm Catholic College.

The Principles of the College Suppliers' Code of Conduct

This Code is based on the following general principles that define Caroline Chisholm Catholic College's ethical behaviour. Caroline Chisholm Catholic College expects Suppliers, as a minimum, to meet the below principles:

- accept responsibility for labour and environmental conditions under which products are made and services are provided. This includes all work contracted or sub-contracted and that is conducted by home or other out-workers.
- be open and transparent about the labour and environmental standards in your supply chains, and to provide information requested by Caroline Chisholm Catholic College to enable our assessment of labour and environmental standards in their supply chains.
- support workers to realise their rights and minimise the barriers which prevent workers from achieving them.
- demonstrate ability to meet local labour and environmental laws.
- demonstrate commitment to achieve conformance with our Labour Standards and Environmental Standards and commitment to continuous improvement of these.
- the Supplier nor parent company should not be involved in any of the activities listed in the Ethical Standards.

Appendix A: Labour Standards

Caroline Chisholm Catholic College respects the labour rights of workers and asks suppliers to accept responsibility for the standards in their supply chains and to take active steps to enable workers to realise their labour rights according to the Ethical Trading Initiative Base Code as below:

Employment is freely chosen

- There is no forced, bonded or involuntary prison labour.
- Workers are not required to lodge “deposits” or their identity papers with the employer and are free to leave their employer after reasonable notice.

Freedom of association and the right to collective bargaining are respected

Working conditions are safe and hygienic

Child labour shall not be used

Living wages are paid

Working hours are not excessive

- Working hours must comply with national laws, collective agreements, and the provisions below, whichever affords the greater protection for workers. The below provisions are based on international labour standards.
- International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week, without any reduction in workers’ wages as hours are reduced

No discrimination is practised

- There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Regular employment is provided

- To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice.

No harsh or inhumane treatment is allowed

- Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

Appendix B: Environmental Standards

Caroline Chisholm Catholic College is committed to reduce its reliance on finite/scarcce resources and to minimise the environmental impact of its operations including its supply chain and will work to achieve the standards listed in this section. To meet this end, Caroline Chisholm Catholic College and its suppliers are not only expected as a minimum to comply with all applicable legislation and statutory requirements but also to demonstrate commitment to meet the following standards:

Climate change

Monitor and actively seek to reduce the Greenhouse Gas (GHG) emissions associated with its operations and:

- Set absolute GHG reduction targets for operations
- Set and report on targets for improved efficiency

Waste

- Reduce waste to landfill.
- Monitor operations, including procurement, to ensure waste minimisation and high product and process efficiency.
- Effective controls of waste in respect of ground, air, and water pollution are adopted.

Materials

- Reuse, recycling and the use of recycled and recyclable materials are strongly encouraged.
- Avoid where practicable reliance on materials that are heavily dependent on finite resources.

Packaging

- Actively avoid undue and unnecessary packaging wherever practicable and use recycled and recyclable materials wherever appropriate.

Wood and forest products

- Ensure that all forest products purchased are as a minimum - legal in origin and provide evidence of due diligence to ensure this if requested by Caroline Chisholm Catholic College
- Suppliers of paper products sourced for Caroline Chisholm Catholic College and New Products for Resale carrying the Caroline Chisholm Catholic College Brand, must source forest products from recycled sources or well managed forests which have been certified to a credible standard. Exceptions will be made for products which are Fairtrade marked or produced by members of the World Fair Trade Organisation as appropriate. Caroline Chisholm Catholic College views the Forestry Stewardship Council (FSC) as the most credible certification for the sustainable sourcing of wood and forest products.
- Suppliers must never knowingly become involved in, collude with or purchase timber from illegal logging operations.

Energy

- Work to reduce energy consumption and where practicable use energy from renewable resources.

Transport and travel

- Reduce staff travel wherever practicable.
- Monitor and reduce transport logistics to ensure efficient distribution and delivery of products and services.

Conservation of biodiversity

- Seek to minimise the impact of operations on fauna, flora and land to ensure the conservation of biodiversity and habitats.

Water

- Develop a better understanding of its impact on water use and develop management processes where appropriate.

Appendix C: Ethical Standards

Caroline Chisholm Catholic College will seek an alternative supplier if the supplier (or its subsidiary) is involved in any of the following activities:

- The sale or export of arms or strategic services to governments which systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardise regional peace and security;
- Tobacco production and sale;
- Production or publication or broadcast of adult entertainment;
- Any other activities which violate fundamental human rights, as set out in the International Bill of Rights.

If the supplier (or its subsidiary) has any involvement in the following areas (specifically greater than 5% of annual turnover), Caroline Chisholm Catholic College requires full disclosure and requires the supplier (or its subsidiary) to indicate how it is working to reduce involvement and/or integrate and implement best practice approaches that protect and respect human rights and the environment in these areas:

- The sale of baby milk outside the World Health Organisation (WHO) Code of Conduct;
- Pesticide sales outside the Food and Agriculture Organisation (FAO) guidelines for pesticide retailing;
- Extractive industries;
- Knowingly become involved in, collude with or purchase timber from illegal logging operations;
- Public or formal political party involvement or activity that compromises Caroline Chisholm Catholic College's independence;
- Actively lobby to undermine public policies to tackle climate change or push for continued expansion of fossil fuel use.

Suppliers must also declare any formal political party involvement or activity.