



We believe in the power of  
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## Supplier Code of Conduct

### Background

The Young Men's Christian Association Of Victoria Inc. A0026728G and its related entities (the **Y Vic Group**) are committed to corporate social responsibility. In support of this commitment, we have a set of ethical standards to guide us in our business dealings.

In turn, we expect all our suppliers to share the same ethical standards and to commit to meeting these standards. To this end, the Y Vic Group has implemented this Supplier Code of Conduct, setting out minimum standards that we expect of our suppliers (including their employees, agents, contractors and sub-contractors) (together **Suppliers**).

### Application of Supplier Code of Conduct

This Supplier Code of Conduct (as amended from time to time) applies to all Suppliers and is legally binding.

### Human Rights Laws and Ethical Standards

Suppliers are expected to provide goods and services in a manner consistent with any applicable human rights obligations.

The Supplier must not engage in any form of modern slavery as defined in the *Modern Slavery Act 2018* (Cth). For completeness, this means that the Supplier must be cognisant and actively taking steps to adhere to the principles of the United Nation Global Compact, the United Nation Universal Declaration of Human Rights, the 1998 International Labour Organisation Declaration on Fundamental Principles and Rights at Work, the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children (also known as the UN TIP Protocol) and the Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour (also known as the ILO Convention (No. 182)), as well as all applicable laws.

### Regarding its workers, the Supplier agrees as follows:

#### *Child Labour*

It will not employ children under the legal age of employment in any country or jurisdiction. Where there is no definition of the minimum age of employment, it is 15 years of age. Workers under 18 years will only perform work in accordance with legal requirements (such as working hours, wages and conditions for minors) and will be subject to education and training requirements.

#### *Forced Labour*

It must not use any form of forced, bonded or involuntary labour. All labour must be voluntary. It will allow workers to maintain control over identification documents including but not limited to passports and work permits.

### **YMCA VICTORIA**

Unit 502 / 990 Whitehorse Road Box Hill, VIC 3128 p: 03 9403 5000  
e: vic.office@ymca.org.au w: [victoria.ymca.org.au](http://victoria.ymca.org.au) f: @ymcavictoria

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#### *Fees*

It will, where legally required, be responsible for payment of all workers' fees and expenses (e.g. licences and levies) and will not require workers to pay fees or make any payment regarding obtaining employment during the hiring process and employment period.

#### *Compensation and Working Hours*

It will comply with all applicable laws, regulations and mandatory industry standards regarding working hours, overtime, wages, leave and benefits and pay workers in a timely manner and communicate the basis of their payment.

Where it is illegal to do so, deductions from wages as a disciplinary measure must not be permitted and where permitted a deduction will be minimised.

#### *Discipline*

It will clearly define and communicate to its workers disciplinary policies and procedures, including but not limited to how workers should and should not treat each other (e.g. mental and/or physical coercion are strictly prohibited), and who they may report an incident to.

#### *Work Health and Safety*

It will comply with all applicable occupational health and safety laws and regulations and provide a work environment that is safe and conducive to good health, to maintain the health of its workers and safeguard third parties, as well as prevent accidents, injuries and work-related illness.

It will conduct regular workplace risk assessments and the implementation of adequate hazard control and precautionary measures. It will educate and train workers in health and safety issues.

#### *Freedom of Association and Collective Bargaining*

It will allow its workers to join, or not to join, a union or other employee representative body of their choice. It recognises and respects the right to collectively bargain in accordance with applicable laws.

#### *Diversity*

It will promote an inclusive work environment that values the diversity of its workers and specifically will not discriminate or tolerate discrimination with respect to gender, race, religion, age, disability, sexual orientation, national origin or any other characteristic protected under applicable laws.

#### **Bribery and Corruption**

The Supplier must comply with all applicable national and international anti-bribery laws and regulations, as well as applicable anti-corruption laws, regulations and standards.

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### **Conflicts of Interest**

Any actual or potential conflict of interest involving the Y Vic Group or otherwise impacting the Supplier's ability to perform its obligations independently and at arm's length must immediately be notified to the Y Vic Group.

### **Fairness in Competition**

The Supplier must comply with all applicable competition or anti-trust laws and regulations in conducting its business activities.

### **Money Laundering**

The Supplier must comply with all applicable laws and regulations designed to combat money laundering activities.

### **Data Protection**

The Supplier must comply with relevant data protection and security laws and regulations when collecting, processing, transmitting, using and storing personal data, including but not limited to the personal data in relation to its customers, consumers, employees and shareholders.

The Supplier agrees to safeguard and make only appropriate use of confidential information, and must not disclose any information that is not in the public domain.

### **Trade and Import Regulation**

The Supplier must comply with all applicable trade and import laws and regulations, including sanctions and embargoes that apply to their business activities.

### **Environment**

The Supplier must comply with all applicable environmental laws, regulations and standards and have in place an effective system to identify and eliminate potential environmental hazards arising due to its business activities.

### **Compliance with Supplier Code of Conduct**

The Supplier must ensure that it complies with this Supplier Code of Conduct.

The Supplier agrees that the Y Vic Group may verify its compliance with this Supplier Code of Conduct and agrees to comply with all reasonable requests of the Y Vic Group in this regard. Where the Y Vic Group becomes aware of the Supplier's non-compliance with this Supplier Code of Conduct, it reserves the right to communicate with the Supplier and where it deems necessary to demand the breach be remedied by the Supplier.

A failure to comply with this Supplier Code of Conduct may entitle a member or members of the Y Vic Group to terminate its arrangements with the Supplier or take other remedial action.

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