

Supplier Code of Conduct

Douglas Shire Council's (the Council) Code of Conduct (Code) outlines Council's expectations of vendors that conduct business with the Council.

This Code applies to all procurement activities regardless of their value. Council reserves the right to do business with suppliers who demonstrate compliance with this Code. This Code shall be read in conjunction with Council's policies and procurement conditions, and complied with under Council's standard terms and conditions, forming part of the Supplier's contract with Council (Contract).

Professional Expectations

The Supplier:

- (1) Must ensure that personnel involved in the performance of the Supplier's duties, in accordance with the Contract, act professionally and courteously, and do not engage in aggressive, intimidatory, threatening, harassing, bullying, discriminatory or other inappropriate behaviour, towards:
 - (a) Council and its personnel;
 - (b) any owners, tenants or occupiers of properties at or near where goods or services are being provided; and
 - (c) the general public.
- (2) Must adhere to any law, standards and codes of practice applicable to the Supplier, the Supplier's business or the Supplier's duties under the Contract.
- (3) Must comply with all lawful directions of the Council given pursuant to the Contract. This includes any applicable policies, guidelines, procedures, and codes of the Council which are:
 - (a) identified in the Contract;
 - (b) publicly available or;
 - (c) otherwise made known to the supplier.
- (4) Must not either directly or indirectly cause any unreasonable nuisance or interference to:
 - (a) the owners, tenants or occupiers of properties on, or adjacent to, the places where the services are to be carried out, or the goods are to be delivered;
 - (b) to the public generally or;
 - (c) Council personnel.
- (5) Must not lobby a Councillor or Council Officers regarding any open tenders (i.e., advertised and not yet awarded) or risk having your tender excluded from consideration.

Consequences of Non-Compliance

Non-compliance with this Code may constitute a breach of the Contract and may have consequences for the Supplier under the Contract, such as termination for default. Non-compliance may also be considered by the Council in future procurement.