
DOUGLAS SHIRE COUNCIL SUPPLIER CODE OF CONDUCT

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

Application

This Code applies to all procurement activities regardless of their value. The Douglas Shire Council reserves the right to do business with suppliers who demonstrate compliance with this Code. This Code complements existing Workplace Health & Safety (WH&S) policies and Council's procurement terms and conditions.

Professional expectations

The Supplier:

- ✓ Must ensure that personnel involved in the performance of the Supplier's duties, in accordance with the contract, act professionally and courteously in all dealings with Douglas Shire Council ("the Council"), the Council's personnel and the general public.
- ✓ 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.
- ✓ 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 engagement documents;
 - b) publicly available or;
 - c) otherwise made known to the supplier.
- ✓ 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.
- ✓ 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.