Sustainable Sourcing Code

Integrating Sustainability into GC2018 Procurement

Version 1, March 2016
# Contents

**Definitions and Abbreviations**  
4

**Part A: GOLDOC's Approach**  
5

1. **Introduction**  
   1.1 Commitment to a Sustainable Games  
6

2. **Purpose**  
   2.1 What is the Code for?  
   2.2 Who should read the Code?  
   2.3 How will the Code be applied?  
8

3. **Scope of the Code**  
9

4. **Guiding Principles of the Code**  
10
   4.1 Responsible Sourcing  
10
   4.2 Value for Money  
10
   4.3 Minimising Embodied and Operational Impacts  
10
   4.4 Inclusivity and Diversity  
10

**Part B: Minimum Requirements**  
11

5. **Application of Guiding Principles**  
12
   5.1 Responsible Sourcing  
12
      5.1.1 Labour Rights  
12
      5.1.2 Workplace Health and Safety  
12
      5.1.3 Food Certification, Animal Welfare and Testing  
13
   5.2 Inclusivity and Diversity  
13
      5.2.1 Local Industry  
13
      5.2.2 Opportunities for Aboriginal and Torres Strait Islanders  
13
   5.3 Minimising Embodied and Operational Impacts  
13
      5.3.1 Timber and Forest Products  
13
      5.3.2 Printed Material  
14
      5.3.3 Refrigerants and Insulation  
14
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3.4 Electronic Office Equipment</td>
<td>14</td>
</tr>
<tr>
<td>5.3.5 Temporary Materials, Portable Building and Overlay</td>
<td>14</td>
</tr>
<tr>
<td>5.3.6 Furniture, Fixtures and Equipment</td>
<td>16</td>
</tr>
<tr>
<td>5.3.7 Cleaning Products and Services</td>
<td>16</td>
</tr>
<tr>
<td>5.3.8 Travel</td>
<td>16</td>
</tr>
<tr>
<td>5.3.9 PVC</td>
<td>16</td>
</tr>
<tr>
<td>5.3.10 Paints and Adhesives</td>
<td>16</td>
</tr>
<tr>
<td>5.3.11 Packaging</td>
<td>16</td>
</tr>
<tr>
<td><strong>6. Minimum Requirements and Aspirations</strong></td>
<td>17</td>
</tr>
<tr>
<td><strong>7. Targets</strong></td>
<td>29</td>
</tr>
<tr>
<td><strong>Part C: Compliance with the Code</strong></td>
<td>30</td>
</tr>
<tr>
<td><strong>8. Obligations Under the Code</strong></td>
<td>31</td>
</tr>
<tr>
<td>8.1 Application of Ethical Sourcing Principles</td>
<td>31</td>
</tr>
<tr>
<td>8.2 High Risk and Opportunity Categories</td>
<td>31</td>
</tr>
<tr>
<td>8.3 Supplier Innovation</td>
<td>31</td>
</tr>
<tr>
<td>8.4 Communication of Code Requirements</td>
<td>31</td>
</tr>
<tr>
<td>8.5 Disclosure of Manufacturing Sites</td>
<td>32</td>
</tr>
<tr>
<td>8.6 Auditing and Verification</td>
<td>32</td>
</tr>
<tr>
<td>8.7 Transparency and Disclosure</td>
<td>32</td>
</tr>
<tr>
<td>8.7.1 Reporting</td>
<td>33</td>
</tr>
<tr>
<td>8.8 Updates to the Code</td>
<td>33</td>
</tr>
<tr>
<td>8.9 Sustainability Management Plan</td>
<td>34</td>
</tr>
<tr>
<td><strong>9. Complaints, Incident Reporting and Audit</strong></td>
<td>35</td>
</tr>
<tr>
<td><strong>Appendix</strong></td>
<td>36</td>
</tr>
<tr>
<td>Appendix 1: BS8903</td>
<td>37</td>
</tr>
<tr>
<td>Appendix 2: Ethical Sourcing Principles</td>
<td>38</td>
</tr>
</tbody>
</table>
Definitions and Abbreviations

**Code** means this Sustainable Sourcing Code.

**Ethical Sourcing Principles** means the basic principles set out at Appendix 2.

**GC2018** means the Gold Coast 2018 Commonwealth Games™.

**GOLDOC** means the Gold Coast 2018 Commonwealth Games Corporation, a statutory authority of the Queensland Government formed with a sole purpose - to organise, plan and deliver GC2018.

**Minimum Requirements** means the minimum requirements for specified products and services set out in Part B of this Code.

**Procurement Process** means all procurement, sponsorship, direct award or any other form of acquisition or supply arrangement process.

**Suppliers** means all organisations or individuals who supply products or services to GOLDOC for GC2018, including but not limited to suppliers, contractors, sponsors, and licensees and any sub-contractors or sub-licensees thereof.
Part A
GOLDOC's Approach
1. Introduction

1.1 Commitment to a Sustainable Games

GOLDOC is committed to ensuring that GC2018 achieves value for money, contributes to the local economy, minimises environmental impact and is socially responsible.

GOLDOC’s vision is to show leadership in sustainability by delivering GC2018 to international standards of best practice, leaving positive economic, environmental, social and community legacies.

As part of our enabling framework we are implementing ISO20121 which is an international standard created for the event industry, to enable organisations to deliver events in a sustainable way. Its creation was inspired by the London 2012 Olympic and Paralympic Games as a way to demonstrate that sustainability had been considered throughout the planning and delivery process.

We use the Global Reporting Initiative (GRI) reporting framework to measure, monitor and report on our actions.

1.2 GOLDOC’s Vision for Sustainable Procurement

One of the most effective ways to deliver a sustainable GC2018 is to embed sustainability upfront in the procurement process. Sustainable procurement is therefore an important part of delivering on GOLDOC’s sustainability vision.

The working definition for sustainable procurement outlined in the internationally accepted standard BS8903 Principles and Framework for Procuring Sustainably (see Appendix 1) as well as one that is accepted by the Queensland Government in their Procurement Rules is as follows:

Sustainable procurement is a process whereby organisations meet their needs for goods, services and capital projects, in a way that achieves value for money on a whole of life basis in terms of generating benefits not only to the organisation, but also to society, the economy and the natural environment.

GOLDOC’s vision for sustainable procurement is:

To responsibly manage our supply chain and enhance our sustainability performance through sustainable sourcing practices.

In keeping with GOLDOC’s broader sustainability vision, GOLDOC will also seek to deliver social, economic and environmental legacies through its procurement activity. These may include legacies in the form of enhanced local and indigenous business capabilities, GC2018 asset dissolution strategies or knowledge transfer around sustainable procurement practices.

GOLDOC will do business with Suppliers who are best placed to deliver outstanding value for money. Sustainability is one of a number of core elements that together represent what value for money means to GOLDOC. As a result, it will place a high priority on environmental, social and ethical issues when procuring products and services for GC2018. This means GOLDOC wants to do business with responsible Suppliers; companies who treat their staff and sub-contractors well, who understand the nature of the products and materials they are supplying, and who recognise their responsibility to protect the environment and foster good relations with their local communities.
1. Introduction

GC2018 Sustainability Vision and Priorities (Figure 1)

<table>
<thead>
<tr>
<th>VISION</th>
<th>To show leadership in sustainability by delivering GC2018 to international standards of best practice, leaving positive economic, environmental, social and community legacies</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENABLING FRAMEWORK</td>
<td>ISO 20121 – Sustainable Events Management System Global Reporting Initiative (GRI) reporting framework</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOOD AND BEVERAGE:</th>
<th>To provide sustainable food and beverage options and reduce food packaging waste.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSPORT:</td>
<td>To encourage public and active transport as the primary modes of transport to GC2018 events.</td>
</tr>
<tr>
<td>ACCESSIBILITY:</td>
<td>To eliminate barriers (physical or otherwise) to a safe, independent and dignified GC2018 experience.</td>
</tr>
<tr>
<td>ENVIRONMENTAL IMPACTS:</td>
<td>To protect the health of our oceans and waterways by reducing use of pollutants such as plastic bags and helium balloons.</td>
</tr>
<tr>
<td>CARBON:</td>
<td>To minimise the carbon emissions attributable to GC2018</td>
</tr>
<tr>
<td>INCLUSIVITY AND DIVERSITY:</td>
<td>To stage an event that welcomes participation by people of every gender, socio-economic status, orientation or ability.</td>
</tr>
<tr>
<td>SUSTAINABLE PROCUREMENT:</td>
<td>To responsibly manage our supply chain and enhance our sustainability performance through sustainable sourcing and material selection practices.</td>
</tr>
<tr>
<td>ECONOMY AND COMMUNITY:</td>
<td>To ensure the needs and expectations of the community are considered as well as legacy outcomes. To raise awareness, share knowledge and build capacity. To promote healthy and active living.</td>
</tr>
<tr>
<td>WASTE:</td>
<td>To reduce waste to landfill through innovative waste management practices and adopting the Waste and Recovery Hierarchy (avoid, reduce, reuse, recycle, recover, dispose)</td>
</tr>
</tbody>
</table>

Education and Communication
2. Purpose

2.1 What is the Code for?

This Sustainable Sourcing Code (the Code) provides a framework for GOLDOC and Suppliers to deliver a sustainable GC2018 through their procurement activities, service delivery, activations and work programs.

The Code constitutes minimum standards so that GOLDOC can manage its supply chain responsibly. It provides guidance on the principles and processes that underpin this Code and sets out minimum requirements for Suppliers.

GOLDOC requires Suppliers to manage the environmental and social impacts of their business operations. Suppliers are encouraged to exceed the standards of the Code. In addition, Suppliers are expected to comply with national and other applicable law and where the provisions of law or the Code are more stringent, to apply the more stringent provision.

2.2 Who should read the Code?

The Code has two principal audiences:

- GOLDOC staff who buy, specify and manage Supplier contracts and performance.
- Incumbent and prospective GOLDOC Suppliers.

Other interested parties are also encouraged to read the Code so that they can better understand GOLDOC’s position on sustainability and how sustainable sourcing is being implemented.

2.3 How will the Code be applied?

The Code applies to all Suppliers via the GOLDOC Procurement Process. Suppliers are advised to read and understand the Code to ensure that relevant areas of their business and supply chain comply.

The Code sets out requirements that are common to all GOLDOC GC2018 procurements. For some high sustainability impact procurements further specific sustainability requirements will be included in the Procurement Process.

Following GOLDOC due diligence process and award of a contract, the Code will form part of the terms of the supply agreement. GOLDOC will then monitor Supplier practices to ensure compliance. GOLDOC may use a range of tools to achieve this, including software reporting tools, management plans and independent audits.

More detail on core Supplier compliance obligations is provided in section 8 of this document.
3. Scope of the Code

GOLDOC does not construct the venues or permanent infrastructure required to deliver GC2018, which is undertaken by the Queensland Government.

GOLDOC’s procurement activity will involve many hundreds of contracts with a wide range of Suppliers for products and services delivered in a relatively short but intensive time period.

GOLDOC Suppliers must meet the Minimum Requirements for their products or services. Part B identifies the Minimum Requirements most relevant to various procurement categories.

This Code may be reviewed and updated from time to time. The most up-to-date version will always be found at www.gc2018.com/procurement.

GOLDOC aims to encourage high standards of environmental and social performance amongst its Suppliers and their supply chains. GOLDOC require Suppliers to identify, source and use environmentally sound and socially responsible materials based on the following principles.

4.1 Responsible Sourcing
Suppliers will ensure that products and services are sourced and produced under a set of internationally acceptable environmental, social and ethical guidelines and standards.

Key Question: Who made the product or provides the service?

4.2 Value for Money
Value for money is considered taking into account the overall objective of the procurement, and outcome being sought including cost and non-cost related factors such as:

- Cost-related factors including up-front price, whole-of-life costs and transaction costs associated with acquisition, use, holding, maintenance and disposal (including legacy) as well as sponsorship opportunities.
- Non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts.

Key Question: What is the total cost of ownership or service provision?

4.3 Minimising Embodied and Operational Impacts
GOLDOC’s goal is to maximise resource and energy efficiency in the manufacturing and supply process in order to minimise environmental impacts. This may include reused and recycled content, minimising packaging, designing products that can either be reused or recycled and where possible choosing leasing arrangements over buying.

Key questions: What is it made of? What is it wrapped in? What environmental impacts are associated with its provision?

4.4 Inclusivity and Diversity
Where appropriate and aligned with the Code’s Value for Money principle, GOLDOC will ensure that procurement spend benefits local and indigenous businesses and leaves a positive legacy for the region.

Key question: Where does it come from?

Figure 2: Sustainable Procurement Vision and Principles
Part B

Minimum Requirements
This section provides information on how to apply the guiding principles:

- responsible sourcing
- inclusivity and diversity
- minimising embodied and operational impacts

The fourth principle, value for money, underpins all of these and it can be seen within the Minimum Requirements such as ‘where cost-comparable options exist’ or in the preference of hiring versus buying products.

Specific obligations in the application of these principles are set out in the Minimum Requirements at section 6. Aspirational outcomes are also tabled. Suppliers are encouraged to achieve over and above the Minimum Requirements.

For clarity, the Minimum Requirements and the guidance in this Code apply to all procurement categories. Suppliers should also note that additional requirements may be included in tender documentation for categories that GOLDOC deem are high impact for sustainability.

### 5.1 Responsible Sourcing

GOLDOC is committed to ensuring its products and services are sourced and produced under a set of internationally acceptable environmental, social and ethical guidelines and standards. Suppliers agree that GOLDOC may undertake audits or other activity to assess compliance with these requirements. More information is included on audit, complaints and incident management in section 8 and section 9.

#### 5.1.1 Labour Rights

Suppliers must take appropriate steps to ensure that all locations used in the manufacture and supply of products and services to GOLDOC meet the requirements of the core International Labour Organisation’s (ILO) Conventions and local laws of the country in which the products or services are sourced. This includes manufacturing sites and service centers of sub-contractors or sub-licensees who are engaged by GOLDOC Suppliers.

The list of ILO Conventions totals 190 laws which aim to improve the labour standards of people around the world. There are eight fundamental Conventions (on prohibition of forced labour, child labour, the right to organise in a trade union, and suffer no discrimination) which are binding upon every member country of the ILO from the fact of membership, since the Declaration on Fundamental Principles and Rights at Work in 1998.

Where the international and national labour rights differ, the more stringent will be adhered to.

#### 5.1.2 Workplace Health and Safety

GOLDOC is committed to ensuring that the GC2018 will be delivered in a safe manner that will protect all Workforce and Constituent Groups, and meet all applicable Work Health and Safety (WHS) legislative requirements. All Suppliers are responsible for their own WHS and the WHS of others, and WHS must be an integral part of how the Supplier does business. Where sourcing items from overseas it is expected that the WHS of workers is assured and relevant ILO conditions relating to health and safety are met.
5. Application of Guiding Principles

5.1.3 Food Certification, Animal Welfare and Testing
Suppliers should seek to support high standards of animal welfare particularly in the case of animals involved in the production of food products. Suppliers are encouraged to exceed the Minimum Requirements wherever possible.
Where products are likely to have been tested on animals, suppliers should seek advice from GOLDOC before supplying them.

5.2 Inclusivity and Diversity

5.2.1 Local Industry
A Local Industry Participation Plan (LIPP) has been implemented by GOLDOC to support the Queensland Government’s Local Industry Policy and Queensland Procurement Policy. The LIPP ensures GC2018 applies full, fair and reasonable procurement processes that provide the opportunity for local industry to participate.
GOLDOC is committed to maximising local industry participation in procurement opportunities where local businesses offer solutions that meet GOLDOC’s needs, as per the Queensland Charter for Local Content. ‘Local’ suppliers include Australian and New Zealand enterprises as per the Australian and New Zealand Government Procurement Agreement.

The Industry Capability Network Gateway (Queensland) (ICN Gateway) is being utilised to facilitate the registration of interested parties in relation to GC2018 procurement. All local suppliers are encouraged to register their interest in relevant procurement categories on ICN Gateway. GOLDOC uses this information to inform its Procurement Process.

5.2.2 Opportunities for Aboriginal and Torres Strait Islanders
GOLDOC recognises that GC2018 presents an opportunity to generate awareness and recognise Aboriginal and Torres Strait Island (ATSI) culture and respect for the Traditional Owners of the land. GOLDOC and the Queensland Government in conjunction with Reconciliation Australia are developing a GC2018 Reconciliation Action Plan (RAP) that includes commitments to engage Indigenous suppliers in procurement processes. GOLDOC encourages suppliers to align themselves with the RAP wherever possible.

5.3 Minimising Embodied and Operational Impacts
GOLDOC seeks to minimise the embodied and operational environmental impacts associated with its procurement. This section is organised by product type so Suppliers can easily see which focus areas are relevant to their product or service and what GOLDOC expects Suppliers to do to address related embodied impacts.

5.3.1 Timber and Forest Products
Sustainable forestry is an important concern for the health of ecosystems, biodiversity and Greenhouse Gas (GHG) emissions. Unless timber and forestry products are reused or recycled materials they must be certified under an accepted international sustainable forestry management scheme in accordance with the Minimum Requirements.

---

5. Application of Guiding Principles

5.3.2 Printed Material
GOLDOC aims to minimise the use of printed materials wherever possible. This includes paper products and signage. Where printed material is required efforts will be made to minimise the environmental impact of the printing processes, substrate material or paper as the case may be.

5.3.3 Refrigerants and Insulation
The Australian Government has progressively phased out Ozone Depleting Substances (ODS) under its Montreal Protocol on Substances that Deplete the Ozone Layer obligations. Under this protocol all chlorofluorocarbons, halons, carbon tetrachloride, methyl chloroform, hydrobromofluorocarbons, bromochloromethane and methyl bromide were to be totally phased out. Hydrochlorofluorocarbons (HCFCs) were to be reduced by 90% by 2015 and totally phased-out by 2020.

In the transition to non-ODS refrigerants there has been a significant increase in the use of Hydrofluorocarbons (HFCs). Many synthetic HFCs have very high Global Warming Potential (GWP). HFCs represent 1.5% of total warming potential today and their share of greenhouse gas emissions will rise in the next 30 years if no action is taken.

In light of the above, GOLDOC supports the use of natural refrigerants. Common natural refrigerants in commercial equipment include: R170, R290, R600a, R717 and R744.

5.3.4 Electronic Office Equipment
Electronic office equipment (office equipment) includes multifunctional devices, photocopiers, printers, scanners, fax machines, computers and monitors. The key environmental impacts of electronic office equipment include energy use in operation, energy use in manufacturing and disposal/reprocessing.

5.3.5 Temporary Materials, Portable Building and Overlay
A significant amount of temporary materials, buildings and ‘overlay’ infrastructure will be required for GC2018. These materials are unique in terms of sustainability because their temporary nature leads to different sustainability issues. Due to this, and the large variety of materials that are included in overlay infrastructure, prescriptive guidelines are unlikely to be appropriate.

Therefore, in order to guide material selection, the following principles have been adopted to guide decision making:

- Avoidance or reduction of material use.
- Minimise waste to landfill.
- Minimise embodied energy over the lifetime of the product.

These principles are implemented through a decision making process which is outlined in Figure 3 on the next page. The term ‘material’ in the process refers to any form of overlay material or infrastructure component.
5. Application of Guiding Principles

The following further information is provided as accompanying guidance to this decision making process:

**Recyclable materials:**
The most easily recyclable materials are in their raw forms. That is, without finishes or composite components that will limit or add costs to the recovery of the raw material in recycling processes.

**Minimise embodied environmental impacts:**
Environmental impacts may occur across a wide variety of impact categories, from GHG emissions to land and water use. A full life cycle assessment is required to properly account for these impacts across the lifetime of the product. If this information is unavailable it is suggested that the decision maker focuses on GHG emissions as a proxy for overall impacts. Therefore, products that are produced with processes that use less energy than average and/or use less energy in operation should be given preference.

Portable buildings represent a specific case within temporary materials and are likely to represent a significant hotspot for embodied and operational environmental impacts, particularly embodied carbon. Portable buildings should therefore be a particular target for hire arrangements.

---

### Figure 3: Decision process for temporary materials

<table>
<thead>
<tr>
<th>Preliminary questions:</th>
<th>YES Establish hire arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the need for the material been validated? Is it possible to use less?</td>
<td></td>
</tr>
<tr>
<td>Is it feasible to hire rather than buy?</td>
<td></td>
</tr>
<tr>
<td>NO Will the material be reused after the games?</td>
<td></td>
</tr>
</tbody>
</table>

**NO**
- Discuss take-back options with the supplier.
  - If this is not possible, select materials that:
    1. Are recyclable
    2. Minimise embodied environmental impacts

**YES**
- Identify the post-games user. Liaise with them on the material specification:
  - Do they have specific requirements (e.g. health and safety standards)?
  - Who will be responsible and who will pay for removal and installation at new site (if applicable)?
- Select materials that are:
  - designed for deconstruction
  - long lasting and less likely to suffer damage during transportation
5. Application of Guiding Principles

5.3.6 Furniture, Fixtures and Equipment
As with other temporary materials all efforts will first be made to reduce the need for furniture, fixtures and equipment. Hiring of the goods versus buying of goods will be explored, taking into account legacy opportunities, as the next best option before purchases are made. Where purchasing is required Suppliers will be asked about take back options.

5.3.7 Cleaning Products and Services
Cleaning has health, safety and environmental implications. GOLDOC has aligned its sustainability requirements for cleaning product and services with the ‘Queensland Government Sustainable Procurement Product Guide for Cleaning Services’.

5.3.8 Travel
GOLDOC aims to reduce the carbon impact for the GC2018 event as much as possible. Carbon is our most certain environmental impact and steps we take to reduce that impact have other environmental and social flow on effects. GOLDOC is addressing its carbon footprint by developing a baseline carbon footprint for GC2018 and implementing a Carbon Management Plan to manage and mitigate GOLDOC controlled emissions. GOLDOC encourages all Suppliers to support its responsible carbon goal and choose to offset travel related emissions.

5.3.9 PVC
Polyvinyl Chloride (PVC) is a plastic formed from vinyl chloride monomer. PVC is mostly used in the built environment for conduit pipes and fittings, flooring, cable and wire insulation and also in the frames of windows and doors. Health and environmental concerns particularly relating to use of chemicals in manufacturing processes and use of additives are well established. Australian Best Practice Guidelines for PVC in the Built Environment have been developed to minimise environmental and health risks.

5.3.10 Paints and Adhesives
Volatile Organic Compounds (VOCs) are organic chemicals consisting primarily of petrochemical solvent-type compounds. Health effects of exposure to VOCs include eye, nose and skin irritation, headache and lethargy.

5.3.11 Packaging
Packaging is any material, or combination of materials, that is used to contain, protect, deliver, handle or present products. Packaging plays an important role protecting products in transport and facilitating distribution to the point of consumption. Packaging is also a significant source of waste and its environmental impacts can outlast the use of the product itself.

The waste hierarchy (avoid, minimise, reuse, recycle and dispose) should be used as a guideline for packaging development.
6. Minimum Requirements and Aspirations

The table in this section (Figure 4) sets out the Minimum Requirements which Suppliers must be able to satisfy; however Suppliers are encouraged to exceed these Minimum Requirements where possible and practical to do so. Certain ‘Aspirational’ outcomes have been included for reference and Suppliers are encouraged to offer innovative and cost-effective solutions above and beyond the Minimum Requirements.

GOLDOC will consider deviations from the Minimum Requirements on a risk assessment basis. Any Supplier who cannot meet a Minimum Requirement must clearly identify the deviation and any proposed alternative. GOLDOC may, at our sole discretion, agree or decline such deviation.

Responsible Sourcing

**Labour Rights** *(see section 5.1.1)*

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>To meet GOLDOC’s Minimum Requirements regarding Labour Rights, all Suppliers must provide the following on request by GOLDOC:</td>
</tr>
<tr>
<td>• a written declaration confirming that products and services supplied to GC2018 are produced and delivered under conditions that meet the requirements of GOLDOC’s Ethical Sourcing Principles, the core ILO Conventions and local laws in the place of production or service delivery;</td>
</tr>
<tr>
<td>• a written declaration detailing any court proceedings that the Supplier, or their subcontractor’s staff aware of any GC2018 anonymous complaints mechanism; and</td>
</tr>
<tr>
<td>• evidence of any standards or certifications adopted and evidence of auditing procedures used by the Supplier.</td>
</tr>
<tr>
<td>Suppliers must also immediately notify GOLDOC of any events that would impact any of the above declarations or disclosures.</td>
</tr>
<tr>
<td>• disclosure of any court proceedings or fines issued to the Supplier for breaches of workplace health and safety regulations;</td>
</tr>
<tr>
<td>• a description of the processes by which the Supplier will make their staff and subcontractor’s staff aware of any GC2018 anonymous complaints mechanism; and</td>
</tr>
</tbody>
</table>

Figure 4: Minimum Requirements and Aspirations Table
## Labour Rights (see section 5.1.1)

### Aspirations

Beyond GOLDOC’s Minimum Requirements for Labour Rights, GOLDOC aspires to work with Suppliers who can demonstrate:

- established education processes regarding workers’ rights or meaningful engagement with workers’ unions.
- certification, membership or accreditation to recognised standards as evidence of compliance with core ILO Conventions, for example the Ethical Trade Initiative (ETI) Base Code, Worldwide Responsible Accredited Production (WRAP) or any equivalent standards or certifications.

## Labour Rights – Additional Requirements for Clothing, Apparel and Merchandise (see section 5.1.1)

### Minimum Requirements

GOLDOC has set additional Minimum Requirements regarding Labour Rights for all Suppliers of clothing, apparel and merchandise (including uniforms). Suppliers of such products must also provide GOLDOC with:

- full disclosure of the names and locations of manufacturing sites to be used in the production of clothing, apparel and merchandise goods and the source of origin of any organic fibres; and
- any certifications that evidence compliance with the ILO Conventions.

GOLDOC reserves the right to publish this information for transparency purposes.
6. Minimum Requirements and Aspirations

**Workplace Health and Safety**
(see section 5.1.2)

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suppliers must:</td>
</tr>
<tr>
<td>• meet all relevant Australian WHS requirements including WHS legislation and Australian Standards when supplying goods and services;</td>
</tr>
<tr>
<td>• assess all goods supplied against the hierarchy of controls to ensure they are safe and suitable for the purpose for which it is supplied;</td>
</tr>
<tr>
<td>• fit applicable safety devices and ensure they are operational and maintained;</td>
</tr>
<tr>
<td>• supply relevant safety information for all goods supplied. Safety information must be provided in English;</td>
</tr>
<tr>
<td>• provide all relevant Safety Data Sheets (SDS) for all chemicals supplied. All chemicals must be appropriately labelled and packaged;</td>
</tr>
<tr>
<td>• conduct and appropriately document risk assessments for the use of chemicals with reference to all applicable SDS;</td>
</tr>
<tr>
<td>• take steps to minimise excessive weight through packaging in smaller quantities and marking weights clearly on the outside of packaging;</td>
</tr>
<tr>
<td>• ensure goods supplied meet the requirements of the initial contract and are not replaced with an alternative product, or sourced from an alternative supplier without prior approval by GOLDOC; and</td>
</tr>
<tr>
<td>• source the safest product available to meet the needs of GOLDOC and periodically review the marketplace to assess if safer alternatives have been introduced.</td>
</tr>
</tbody>
</table>
6. Minimum Requirements and Aspirations

Food Certification, Animal Welfare and Testing (see section 5.1.3)  

**Minimum Requirements**

To meet GOLDOC’s Minimum Requirements for Food Certification, Animal Welfare and Testing. Suppliers must only supply food products that meet the benchmark and supporting standards set out in the GC2018 Food Experience available on GOLDOC’s procurement webpage.

**Aspirations**

Beyond GOLDOC’s Minimum Requirements for Food Certification, Animal Welfare and Testing, GOLDOC aspires to work with Suppliers who meet the Aspirational Standards set out in the GC2018 Food Experience.

Minimising Embodied and Operational Impacts

5.3.1 Timber and Forest Products (see section 5.3.1)

**Minimum Requirements**

Suppliers must only provide new timber and forestry products that carry Chain of Custody certification under either:

- Forest Stewardship Council (FSC-STD-40-003); or

- Programme for the Endorsement of Forest Certification (PEFC) certification scheme.

The above requirement does not apply to reused timber or timber that exists within prefabricated hire equipment.

---

## 6. Minimum Requirements and Aspirations

### Printed Products – Signage

(see section 5.3.2)

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
<th>Minimising Embodied and Operational Impacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>To meet GOLDOC’s Minimum Requirements for signage products, Suppliers must only supply signage products that:</td>
<td>All signage packaging must also:</td>
</tr>
<tr>
<td>• use colours that meet industry standards and are legible for all constituents, including those with accessibility needs;</td>
<td>• be kept to an absolute minimum, subject to what is reasonably required to protect signage products in transit and storage;</td>
</tr>
<tr>
<td>• meet all applicable state and federal accessibility standards and legislation.</td>
<td>• comply with the GC2018 Materials and Packaging Policy as referred to at 5.3.11 below.</td>
</tr>
</tbody>
</table>

### Aspirations

Beyond GOLDOC’s Minimum Requirements for signage products, GOLDOC also aspires to:

- have all signage manufactured using fully recyclable substrate materials that contain as much recycled or re-use content as possible;
- not use any coating on signage products that would inhibit end of life recycling;
- maximise resource and energy efficiency in the manufacturing and supply process in order to minimise environmental impacts;
- use only “Healthy” materials to best protect human health and the environment;
- develop post GC2018 disposal strategies to recycle, re-use or re-purpose all GC2018 signage and ensure nothing is sent to landfill.
# 6. Minimum Requirements and Aspirations

## Printed Products – Paper (see section 5.3.2)

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
<th>Minimising Embodied and Operational Impacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>To meet GOLDOC’s Minimum Requirements for paper products, Suppliers must only supply paper products that meet the following specification:</td>
<td>• All paper products must be produced with at least Elemental Chlorine Free bleaching methods.</td>
</tr>
<tr>
<td>• Virgin paper fibre must carry Chain of Custody certification under the Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC) certification scheme.</td>
<td>• Paper products will not use any coating that inhibits end of life recycling.</td>
</tr>
</tbody>
</table>

## Aspirations

Beyond GOLDOC’s Minimum Requirements for paper products, GOLDOC aspires to have all paper products:

- made using 100% recycled fibre;
- produced using process chlorine free or totally chlorine free bleaching methods;
- certified carbon neutral under the National Carbon Offset Scheme or an internationally recognised equivalent.
### 6. Minimum Requirements and Aspirations

#### Refrigerants and Insulation – Insulating Materials
(see section 5.3.3)

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>To meet GOLDOC’s Minimum Requirements for insulating materials, Suppliers must not supply any materials that contain the following Ozone Depleting Substances:</td>
</tr>
<tr>
<td>• Chlorofluorocarbons</td>
</tr>
<tr>
<td>• Halons</td>
</tr>
<tr>
<td>• Carbon tetrachloride</td>
</tr>
<tr>
<td>• Methyl chloroform</td>
</tr>
<tr>
<td>• Hydrobromofluorocarbons</td>
</tr>
<tr>
<td>• Bromochloromethane</td>
</tr>
<tr>
<td>• Methyl bromide</td>
</tr>
<tr>
<td>• HCFCs</td>
</tr>
<tr>
<td>Exceptions with respect to HFCs will be considered on a risk assessment basis where it can be shown that no other technically feasible, cost effective and energy efficient material is available.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aspirations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beyond GOLDOC’s Minimum Requirements for refrigerants and insulation, GOLDOC aspires to only use substances with low or no ozone depleting potential and low GWP (GWP of 10 or less measured as CO2 equivalent over a period of 100 years).</td>
</tr>
</tbody>
</table>

#### Refrigerants and Insulation – Facilities and Equipment
(see section 5.3.3)

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>To meet GOLDOC’s Minimum Requirements for refrigerants and insulation regarding facilities and equipment, Suppliers must not provide or use facilities or equipment (such as air conditioning and refrigeration systems) containing:</td>
</tr>
<tr>
<td>• HCFCs (particularly R22); or</td>
</tr>
<tr>
<td>• HFCs, where safe, technically feasible, cost-comparable and energy efficient alternatives exist.</td>
</tr>
</tbody>
</table>
6. Minimum Requirements and Aspirations

Electronic Office Equipment
(see section 5.3.4)

**Minimum Requirements**

To meet GOLDOC’s Minimum Requirements for Electronic Office Equipment, Suppliers must only supply office equipment that:

- complies with the ‘Energy Star’ Version 2.0 standard, or be able to demonstrate equivalent performance; and
- has the energy saving features enabled at the time of supply.

The following exceptions apply to these Minimum Requirements for Electronic Office Equipment:

- Operationally critical equipment: these requirements do not apply to equipment that must perform to GOLDOC’s specific operational requirements, e.g. sports results technologies or devices that GOLDOC cannot allow to power down or enter power saving mode.
- GOLDOC configured devices: energy saving features do not need to be enabled on any devices where GOLDOC can configure settings post-delivery. GOLDOC will develop energy saving policies for all electronic devices. These policies will be reflected in the software images deployed on all configurable devices at the time of commissioning (except the above noted games critical devices).
- Energy star: exceptions will be made where there is no ‘Energy Star’ option that is fit for purpose, however proof of energy consumption levels such as a technical dossier from the manufacturer must be provided.

**Aspirations**

GOLDOC will also ask Suppliers about equipment take-back options and to pre-commit to a percentage of material recovered for reconditioning and recycled material.

GOLDOC is also interested in equipment options that:

- have minimal amount of hazardous constituents including lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyl and polybrominated diphenyl ether;
- are designed for optimum recovery of components or materials for recycling;
- are easy to disassemble and incorporate options for life extension.
6. Minimum Requirements and Aspirations

### Temporary Materials, Portable Building and Overlay

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
<th>Minimising Embodied and Operational Impacts</th>
</tr>
</thead>
</table>
| To meet GOLDOC’s Minimum Requirements for Temporary Materials, Portable Buildings and Overlay, all temporary materials and components therein must meet the Minimum Requirements throughout this Code unless: | • otherwise noted in the relevant table entry or  
• they pre-exist as part of hired materials or equipment or an exception has been pre-approved by GOLDOC. |

#### Aspirations

Further to GOLDOC’s Minimum Requirements for Temporary Materials, Portable Buildings and Overlay, GOLDOC requires that portable buildings, whether hired or purchased, will aspire to the following standards:

- **Light Fittings:** energy efficient lighting schemes and fittings.
- **Natural ventilation:** operable windows and positioning of windows and doors to allow passage of air through building.
- **Toilets:** dual flush toilets.
- **Taps and shower heads:** WELS 3 Star rated.
- **Doors:** Door closers on external swing doors (to minimise energy used for cooling).
- **Insulation:** Minimum R3.5 insulation in ceilings and R2.5 insulation in walls.
- **all other Minimum Requirements for component parts (particularly paints and adhesives, PVC, timber and forestry products).**
- **Have a Deconstruction Plan.**
### Furniture, Fittings and Equipment (see section 5.3.6)

**Minimum Requirements**

To meet GOLDOC’s Minimum Requirements for Furniture, Fittings and Equipment, Suppliers must ensure any timber in furniture products complies with the timber and forestry products requirements in the Code and these Minimum Requirements – see Code reference 5.3.1.

### Cleaning Products and Services – Cleaning Products and Equipment (see section 5.3.7)

**Minimum Requirements**

To meet GOLDOC’s Minimum Requirements for cleaning products, Suppliers must:

- not use cleaning products that contain potentially hazardous ingredients;
- use products that are readily biodegradable;
- purchase cleaning products in quantities that minimize the amount of packaging required;
- ensure packaging does not contain any toxic substances;
- commit to re-use or recycle unavoidable packaging where possible;
- maintain a register of all cleaning products for each work site specified in the scope of work; and
- maintain SDSs for all listed chemicals.

The SDS must be freely available to cleaning staff and contract or site managers at all times during cleaning operations.

### Aspirations

Further to GOLDOC’s Minimum Requirements for cleaning products, GOLDOC aspires to work with Suppliers who can provide solutions to reduce environmental impacts through innovative use of cleaning equipment or techniques. This may include the use of equipment with increased energy or water efficiency, equipment made out of recycled material or equipment that is recyclable and contains no toxic substances.
### 6. Minimum Requirements and Aspirations

#### Cleaning Products and Services – Operational Procedures
(see section 5.3.7)

**Minimum Requirements**

To meet GOLDOC’s Minimum Requirements for operational cleaning procedures, Suppliers must demonstrate comprehensive procedures, policies, systems and training programs to manage the environmental and social impacts of their business.

#### Cleaning Products and Services – Waste (see section 5.3.7)

**Minimum Requirements**

To meet GOLDOC’s Minimum Requirements for cleaning service waste, Suppliers must dispose of all hazardous cleaning waste products according to manufacturer instructions and in compliance with the local authority laws pertaining to the disposals of chemicals and any applicable GOLDOC policies and guidelines.

#### PVC (see section 5.3.9)

**Minimum Requirements**

- Suppliers must only use PVC for building purposes that complies with the Green Building Council of Australia’s Best Practice Guidelines for PVC in the Built Environment (November 2013). Compliance with the Guidelines is indicated by the Best Environmental Practice PVC trademark below. This requirement excludes PVC already embedded within hire equipment.
- Suppliers must only use PVC for building purposes that complies with the Green Building Council of Australia’s Best Practice Guidelines for PVC in the Built Environment (November 2013). Compliance with the Guidelines is indicated by the Best Environmental Practice PVC trademark below. This requirement excludes PVC already embedded within hire equipment.
- Suppliers must only use PVC for building purposes that complies with the Green Building Council of Australia’s Best Practice Guidelines for PVC in the Built Environment (November 2013). Compliance with the Guidelines is indicated by the Best Environmental Practice PVC trademark below. This requirement excludes PVC already embedded within hire equipment.
## 6. Minimum Requirements and Aspirations

### Paints and Adhesives (see section 5.3.10)

#### Minimum Requirements

To meet GOLDOC’s Minimum Requirements for paints and adhesives Suppliers must only use low-VOC paint and adhesives.

Paints and adhesives must be low-VOC in accordance with Green Building Council of Australia Indoor Environment Quality credit requirements (Office Interiors v1.1 Technical Manual, IEQ-11 Volatile Organic Compound cred):

- Paints - VOC level must be in accordance with the Australian Environmental Labelling Association, Inc. Standard No: AELA 23-2005.
- Adhesives and sealants – VOC level must meet requirements of the South Coast Air Quality Management District (California U.S) Rule 1168).

This requirement excludes paint and adhesives that have already been applied to hire equipment.

#### Minimising Embodied and Operational Impacts

- Paints - VOC level must be in accordance with the Australian Environmental Labelling Association, Inc. Standard No: AELA 23-2005.

### Packaging (see section 5.3.11)

#### Minimum Requirements

To meet GOLDOC’s Minimum Requirements for Packaging, all Suppliers must:

- declare, in writing at the response stage of the Procurement Process, whether the packaging that will be used on their products complies with GC2018 Materials and Packaging Policy available on GOLDOC’s procurement webpage.
- at their own expense, remove packaging delivered to GOLDOC sites that does not comply with the GC2018 Materials and Packaging Policy and was not declared at the response stage of the Procurement Process.

The following exceptions apply to these Minimum Requirements for Packaging:

- Re-pack, i.e. product packaging that will be stored and re-used to re-package goods for transport post GC2018.
- GOLDOC approved product-specific exceptions. Approval must be in writing and obtained before product delivery.

#### Aspirations

Beyond GOLDOC’s Minimum Requirements for packaging, GOLDOC aspires to maximise end of use recycling and encourages Suppliers to ensure that packaging subject to the re-pack exception still complies with the GC2018 Materials and Packaging Policy.

---

1 https://www.gc2018.com/procurement
7. Targets

GOLDOC may develop targets from time to time that align with its Sustainability Priorities as described at Figure 1. Suppliers will be notified of these targets and will use their best endeavours to support GOLDOC to achieve its sustainability targets.

Suppliers will be asked and should be prepared to set their own targets against those Sustainability Priorities and provide GOLDOC with information to understand performance against those targets.
Part C

Compliance with the Code
8. Obligations Under the Code

This section provides Suppliers with additional detail further to section 2.3.

8.1 Application of Ethical Sourcing Principles

The Supplier must manage and monitor adherence to the Ethical Sourcing Principles at Appendix 2 throughout its supply chain and report any non-compliance and remedial actions to GOLDOC.

The Supplier must undertake a risk analysis of its supply chain to identify any areas where unethical labour practices may occur. In the event that areas of risk are identified, the Supplier must detail the actions that will be taken to map the at-risk supply chains and provide information on the labour conditions at relevant production sites. The Supplier must then, in conjunction with what remedial action will be undertaken to achieve compliance in accordance with the Ethical Sourcing Principles. Where risks are identified the Supplier must undertake social audits of production sites.

If GOLDOC reasonably believes that the Supplier is not complying with any of the Ethical Sourcing Principles, then GOLDOC and the Supplier will agree an action plan with appropriate timeframes for compliance by the Supplier (the Action Plan). The Action Plan must be agreed within a calendar month from the date that GOLDOC notifies the Supplier remedial action is required or such other period as the parties may otherwise agree in writing. The costs of the creation and implementation of the Action Plan shall be borne by the Supplier.

8.2 High Risk and Opportunity Categories

Some procurement categories with high risks or opportunities around sustainability will attract additional performance requirements to support GC2018 sustainability objectives and targets. This may include a requirement to develop a Sustainability Management Plan in accordance with section 8.9 of this Code.

8.3 Supplier Innovation

All Suppliers are encouraged to exceed the Minimum Requirements and to target improved sustainability performance throughout their supply chain. This may be in accordance with the aspirational outcomes described in the Minimum Requirements table for that product or service or through Supplier innovation.

Proposed Supplier innovations should form part of the tender response or sponsor proposal and be incorporated in supply agreements. Post contract innovation opportunities must be approved by GOLDOC in writing.

8.4 Communication of Code Requirements

All Suppliers must ensure that the applicable provisions of the Code are appropriately communicated to those involved in producing or supplying products and services to GOLDOC. At a minimum this includes all Supplier employees and the Suppliers subcontractors.

All such communication must be provided in both English and the local language of the workers, in an area accessible to all workers.
8. Obligations Under the Code

8.5 Disclosure of Manufacturing Sites

Subject to the Minimum Requirements for clothing, apparel and merchandise, on request by GOLDOC, all Suppliers must provide GOLDOC with a written report detailing the locations of all production and warehouse locations.

GOLDOC reserves the right to disclose this information for transparency purposes.

8.6 Auditing and Verification

On request, all Suppliers must provide information to GOLDOC about a product or service’s social, environmental and ethical trade credentials. This applies whether or not a Supplier is required to prepare a Sustainability Management Plan. Acceptable documentation may include written policies, management procedures, measurement processes and publicly reported performance and improvement procedures.

The integrity of these responses may be verified in a number of ways:

• GOLDOC’s standard supply agreements require Suppliers to maintain or enhance the practices they have in place at the start date, comply with any sustainability commitments agreed during the Procurement Process and to comply with any other sustainability requirements GOLDOC reasonably requires them to comply with. Further evidence to support commitments made during the Procurement Process may be requested ahead of contract and Suppliers must undertake improvement actions according to an agreed timeframe if that further evidence is deemed insufficient.

• Offshore providers may be subject to additional questions and checks which may involve independent auditing.

• Contract managers will regularly monitor Supplier performance against the awarded contract including compliance against the Code’s requirements. Where targets exist in the contract, performance will be assessed against those targets as well.

If GOLDOC considers that any information provided under this section, or any production and warehouse location disclosed under section 8.5, warrants further investigation then GOLDOC may commission an independent auditor to examine the information provided and provide an assessment at the expense of the Supplier. This would not affect GOLDOC’s contractual rights.

Suppliers who are included in higher risk or opportunity categories will be prioritised for audit and management processes.

8.7 Transparency and Disclosure

Transparency, disclosure and performance reporting underpin the obligations in this Code. These principles are fundamental to GOLDOC’s evidence based approach to supply chain management.

GOLDOC has implemented several evidence based processes and tools to assess the performance of its Suppliers across a range of economic, ethical, social and environmental business practices. These include sustainability risk assessment procedures, tender response schedules and contractor and business function performance based reporting.
8. Obligations Under the Code

8.7.1 Reporting
GOLDOC will implement reporting mechanisms to assist Suppliers and business functional areas to report on sustainability targets and Key Performance Indicators (KPIs).

Supplier reporting will form part of GOLDOC’s regular contract management process. All Suppliers should be prepared to provide the following information on request by GOLDOC:
- The geographic origin of products or services.
- The number of product or service units supplied during a reporting cycle.
- The energy used to produce and deliver the product or service.
- Water used to produce the product or service.
- Energy consumption of the product or service in use or operation (if not previously provided).
- Other sustainability metrics as relevant to the specific procurement category.

GOLDOC may use this information in aggregated forms or derivations of this information, in its internal and public reporting.

8.8 Updates to the Code
GOLDOC measures the performance of its supply chain by assessing, monitoring and auditing its Suppliers. These activities are essential for understanding risks and challenges in our supply chain.

Given the large number of Suppliers, GOLDOC is prioritising its efforts by adopting a risk based approach. This is in line with GOLDOC’s broader commitment to implement a risk management framework in line with AS/NZS ISO 31000:2009.

The risk and opportunity level for categories is assessed according to:
- Environmental life cycle assessment screening
- Social risk screening
- Level of spend across categories
- Stakeholder concerns

The assessment of categories will be periodically updated to reflect new information, changed spend or stakeholder concerns. Suppliers must comply with this Code as it is updated from time-to-time.
8.9 Sustainability Management Plan

In order to understand, manage and improve on sustainability performance and as a matter of good business practice Suppliers should have a current Sustainability Policy and a Sustainability Management Plan (SMP) in place and should provide copies of any such documents to GOLDOC.

A Sustainability Policy describes the organisation’s approach to managing its environmental, social, ethical and economic impacts. It should describe an organisation’s sustainability vision, objectives and commitments.

GOLDOC will require Suppliers in high sustainability impact categories to provide a documented SMP as identified through the Procurement Process.

A good practice SMP should:

• Define its scope. The scope should be based on ‘material’ issues, that is, the scope should reflect the significant environmental, economic and social impacts of the business and the interests of its stakeholders.

• Define roles and responsibilities. The SMP should provide evidence of commitment from senior management, identify a sustainability contact and describe roles and responsibilities regarding sustainability (this may extend to the organisation’s suppliers).

• Identify material sustainability impacts and management solutions. This should include a description of identified sustainability impacts, risks and opportunities including activities to manage them. Management solutions may include developing procedures and training packages.

• Provide targets and key performance indicators. This should describe the quantifiable indicators that are used to track progress in the management of sustainability aspects.

• Describe the processes for monitoring and reporting. This should describe the frequency, structure and type of monitoring and reporting that is carried out. Provide for continuous improvement. The SMP should describe the frequency and procedures for review of the SMP and incorporation of improvements.
9. Complaints, Incident Reporting and Audit

GOLDOC is committed to a high standard of legal and ethical behaviour from both itself and its Suppliers. GOLDOC are developing a number of strategies and mechanisms to monitor and manage compliance with this commitment. These may include complaints and incident management procedures and random audits.
Appendix 1 – BS8903

BS8903 Principles and Framework for Procuring Sustainably

GOLDOC’s procurement practice is underpinned by the BS8903:2010 Principles and Framework for Procuring Sustainably (BS8903) that provides a framework for embedding sustainability through all elements of procurement. The standard stipulates three elements for sustainable procurement: Fundamentals, Enablers and Processes. Figure 4 (below) depicts these three elements with the fundamentals at the centre of the diagram, the processes surrounding the fundamentals and the enablers shown in the outer ring. The elements are summarised as follows:

1. **Fundamentals**: A sustainable procurement strategy that is aligned to the organisational strategy and key drivers. A top down mandate to ensure the successful delivery of sustainability outcomes through procurement.

2. **Enablers**: Embedding sustainability into the right people, governance structure and enabling tools such as risk management and measurement tools is key to getting it right. Also engaging with the supply chain to further enable outcomes is a critical success factor.

3. **Processes**: Sustainability needs to be embedded throughout the procurement process from identifying the business need, right through to review and learning, to ensure measurable outcomes can be achieved. Good process needs to be supported by enabling systems and tools which include balanced scorecards and eTendering.

![Figure 4: BS8903 Sustainable Procurement Standard](image-url)
Appendix 2 – Ethical Sourcing Principles

Without limiting a Suppliers obligations to comply with all core ILO conventions per section 5.1.1 of the Code and the Minimum Requirements, all Suppliers must comply with the following basic principles. These principles are based on the Ethical Trading Initiative (ETI) – Base Code. Suppliers must also use reasonable endeavours to ensure that their sub-contractors of any tier also comply:

1. Employment is Freely Chosen
1.1 There is no forced, bonded or involuntary prison labour.
1.2 Workers are not required to lodge deposits or their identity papers with their employer and are free to leave their employer after reasonable notice.

2. Freedom of Association and the Right to Collective Bargaining are Respected
2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder the development of parallel means for independent and free association and bargaining.

3. Working Conditions are Safe and Hygienic
3.1 A safe and hygienic working environment must be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
3.2 Workers must receive regular and recorded health and safety training, and such training must be repeated for new or re-assigned workers.
3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage must be provided.
3.4 Accommodation, where provided, must be clean, safe, and meet the basic needs of the workers.
3.5 The company observing the code shall assign responsibility for health and safety to a senior management representative.
Appendix 2 – Ethical Sourcing Principles

4. Child Labour Must Not be Used

4.1 There must be no recruitment of Child Labour.

4.2 Companies must develop or participate in and contribute to policies and programs which provide for the transition of any Child found to be performing Child Labour to enable her or him to attend and remain in quality education until no longer a Child.

4.3 Children and Young Persons shall not be employed at night or in hazardous conditions.

4.4 These policies and programs must conform to the provisions of the relevant ILO standards.

5. Living Wages are Paid

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers must be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure must not be permitted nor will any deductions from wages not provided for by national law be permitted without the express permission of the worker concerned. All disciplinary measures should be recorded.

6. Working Hours are Not Excessive

6.1 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection for workers.

6.2 All overtime must be voluntary. Overtime will be used responsibly, taking into account: the extent, frequency and hours worked by individuals and the workforce as a whole.

7. No Discrimination

7.1 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.
Appendix 2 – Ethical Sourcing Principles

8. Regular Employment is Provided

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice. For the avoidance of any doubt, this requires Suppliers and their sub-contractors or suppliers to engage their workforce by using employment contracts (i.e. a service contract of service and not any other kind of contract for the provision of services) wherever possible. A relationship other than an employment contract will not be justified by the worker expressing a preference for that other kind of relationship, unless no other appropriately skilled workers could be engaged.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship must not be avoided through the use of labour only contracting, subcontracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor will any such obligations be avoided through the excessive use of fixed-term contracts of employment.

9. No Harsh or Inhumane Treatment is Allowed

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is prohibited.