

Code of Conduct for Suppliers



**Sustainable
Timber
Tasmania**

Document Summary

Document name	Code of Conduct for Suppliers
Version	1.0
Owner	Harvest and Transport
Author(s)	Pete Botha
Release date	20 March 2025
Release status	Approved
Release approved by	GMT, 28 February 2025

Version Control

Version	Date	Author(s)	Summary of changes



Contents

1. Purpose of the Code.....	1
2. Scope of the Code	1
3. Definitions	1
4. STT Values.....	2
5. General Conduct	2
6. Conduct specific to Health and Safety	3
7. Modern Slavery	3
8. Public Comment	4
9. Compliance	4
10. Further Information.....	4



1. Purpose of the Code

- 1.1 Conducting the business of Sustainable Timber Tasmania (**STT**) in a compliant and ethical manner, and supporting our Suppliers to act with integrity, is essential for our reputation and long-term sustainability.
- 1.2 For this to be achieved Suppliers are expected to understand and demonstrate our values of Respect, Growth, Responsibility and Excellence, and take a safety-centric approach to work.
- 1.3 This Code of Conduct for Suppliers (**Code**) sets out STT's expectations and is designed to assist Suppliers with understanding their responsibilities and obligations regarding conduct and standards of behaviour when providing their services to STT and when interacting with STT people.
- 1.4 This Code compliments the contract that defines the requirements, deliverables, terms and conditions, performance and standards expected by STT.
- 1.5 Suppliers should also be aware that STT employees are subject to a similar code of conduct, and a copy of this document can be provided upon request.

2. Scope of the Code

- 2.1 This Code applies to all Suppliers including contractors, subcontractors, and consultants.

3. Definitions

- 3.1 The following words have the following meanings:

Code means this Code of Conduct for Suppliers engaged by STT;

Contract means the contract or service or sales agreement entered into between the Supplier and STT;

Contractor means a contractor engaged by STT under a Contract, and includes any subcontractor engaged by a Contractor;

Contract Manager means the person employed by STT that is responsible for managing the Contract with the Supplier, and includes the contract liaison officer and the supervisor;



Corruption means the misuse of power or authority for personal gain or to benefit others at the expense of STT. It can take many forms, including bribery, embezzlement, nepotism, and conflicts of interest;

Fraud means dishonest activity causing actual or potential gain or loss to any person or STT including theft of moneys or other property by persons internal and/or external to STT and/or where deception is used at the time, immediately before or immediately following the activity;

Supplier means parties who have been contracted or engaged to provide goods and services to STT, and includes any subcontractor engaged by a Supplier; and

STT means Sustainable Timber Tasmania.

4. STT Values

- 4.1 Our values are our moral compass, the fundamentals of who we are and what we believe is right, and our guide to how we conduct ourselves.
- 4.2 This Code is underpinned by our values, which are:
 - (a) **Respect:** We create safe spaces
 - (b) **Responsibility:** We take ownership
 - (c) **Growth:** We create sustainable value
 - (d) **Excellence:** We make it happen

5. General Conduct

- 5.1 Suppliers are expected to conduct all business with STT in an ethical manner, with honesty and integrity.
- 5.2 Suppliers and Sustainable Timber Tasmania staff are expected to:
 - (a) treat all people with respect, courtesy and dignity;
 - (b) act in an inclusive, welcoming and non-discriminatory manner;
 - (c) take a no-tolerance approach to bullying, discrimination, harassment, sexual discrimination, violence, victimisation and vilification;
 - (d) engage with our stakeholders in a transparent, respectful, and positive way;
 - (e) carry out their services with fairness and honesty, and to the best of their ability;
 - (f) challenge and escalate issues of concern when appropriate;
 - (g) obey all applicable laws, regulations and standards when performing their services for STT;



- (h) not engage in actions or practices that are dubious, questionable, or could be viewed as Fraud or Corruption;
- (i) disclose all conflicts of interest (whether actual, perceived, or potential) as soon as possible;
- (j) behave in a way that upholds the values, integrity and reputation of STT;
- (k) use information gained in a professional capacity only for the intended purpose.

6. Conduct specific to Health and Safety

- 6.1 Sustainable Timber Tasmania puts a high value on health and safety. It is our objective to prevent injuries or illnesses in our workplace, eliminate or minimise psychosocial risks so far as is reasonably practicable and to get everyone home safe and well every day.
- 6.2 Health and safety is the responsibility of everyone, therefore it is not just our employees, but our contractors as well who are expected to work and behave safely.
- 6.3 Accordingly, we expect that our Suppliers as well as our staff:
 - (a) comply with all STT work health and safety policies;
 - (b) arrive at the workplace with an attitude of “safety is my responsibility”, work safely and achieve compliance with STT’s policies and the Forest Management System;
 - (c) create and maintain a culture in the workplace where it’s normal for people to work safely, and where they willingly use and trust the Safety Management Systems, and actively contribute to improvement in those systems;
 - (d) manage the health and safety risks within their control and communicate safety responsibilities when others come into our workplace;
 - (e) care for the safety and well-being of all other people in the workplace;
 - (f) encourage others to behave safely, and report or rectify unsafe acts and conditions;
 - (g) only undertake work that they are qualified and trained to perform;
 - (h) have the appropriate skills and qualifications to perform the role they have been engaged for;
 - (i) respect and comply with our zero tolerance for bullying and harassment in the workplace;
 - (j) respect and comply with our zero tolerance for drugs and alcohol in the workplace.

7. Modern Slavery

- 7.1 STT adheres to a zero-tolerance approach to modern slavery and human trafficking, and is committed to the extent possible that there is no modern slavery or human trafficking in its supply chains or in any part of its business.



- 7.2 Suppliers are expected to:
- (a) have processes in place with regards to identifying and preventing risks of modern slavery practices as defined in the Modern Slavery Act 2018 (Cth) in operations and supply chains;
 - (b) respect the human rights of those in their business operations and comply with all relevant industrial laws.

8. Public Comment

- 8.1 Suppliers should not make public statements that are not consistent with the values and policies of STT or could compromise STT's operations.
- 8.2 This includes not engaging in public communications that could be construed as official statements by STT.
- 8.3 PLEASE NOTE that public comment includes use of all social media platforms.
- 8.4 All requests received by a Supplier for public comment relating to STT must be referred to the Contract Manager.
- 8.5 A Supplier is always expected to perform the duties under a contract in a way that does not have an adverse impact on STT's interests or reputation or bring STT into disrepute.

9. Compliance

- 9.1 Suppliers are expected to act in accordance with this Code in all their interactions with STT and its people, and comply with all applicable laws and regulations.
- 9.2 Suppliers should report any breaches of this Code to STT.

10. Further Information

- 10.1 If a Supplier has any questions in relation to this Code then they should contact STT.
- 10.2 STT will review this Code as necessary and notify all stakeholders of updates to the Code.

