

# Supplier Code of Conduct

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## Overview

CitiPower and Powercor are committed to ethical, sustainable and socially responsible procurement.

CitiPower and Powercor views its suppliers as partners and cares about the way they do business when providing goods or services to, or on behalf of, CitiPower and Powercor.

The Supplier Code of Conduct outlines ethical standards in behaviour that suppliers, as partners, will aim to meet when conducting business with CitiPower and Powercor.

CitiPower and Powercor will seek to work with its suppliers to meet and exceed minimum expectations as outlined in the Supplier Code of Conduct and continuously strives to improve the standard of its business practices.

CitiPower and Powercor's expectations do not supersede or alter the supplier's regulatory and contractual obligations but rather work in conjunction with these obligations.

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## Applies To

This Code of Conduct applies to:

- All CitiPower and Powercor suppliers
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## Date Last Reviewed

The Code of Conduct was last reviewed by the Business Process Owner (BPO) on the following date:

- 30/06/2022
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## Issue Number and Date

The Issue Number of this Standard is:

- 1.1

The Issue Date of this Standard is:

- 30/06/2022
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## Related Documents

This Code of Conduct supports the following Policy:

- Procurement and Purchasing Policy

This Code of Conduct is supported by the following documents:

- Privacy Policy
- Whistleblower Policy

**Document  
Owners**

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The document has the following Business Process Owner (BPO) and Business Process Analyst (BPA):

- Business Process Owner (BPO) title: Head of Procurement and Property
  - Business Process Analyst (BPA) title: Analytics and Governance Lead
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## **1. Benefits of the Supplier Code of Conduct**

- seeks to lift the standard of ethical behaviour throughout the supply chain;
- clearly articulates the CitiPower and Powercor's values and expectations of suppliers, and seeks supplier support;
- requires minimal administrative changes by suppliers as it is consistent with current legislative requirements and complements current CitiPower and Powercor procurement practice; and
- provides guidance and advice for suppliers to report instances of misconduct, unethical behaviour or suspected corruption

## **2. Suppliers are required to commit to meeting the minimum ethical standards in the areas of**

- Corporate Governance – supplier must comply with all relevant laws, regulations and standards regarding all goods and services provided to CitiPower and Powercor
- Conflict of interest; gifts, benefits and hospitality – supplier must not engage in any form of corruption, bribery or fraud. This includes the giving or receiving of gifts to influence a commercial outcome
- Integrity, ethics and conduct – suppliers are to act honestly and ethically
- Labour and human rights – suppliers must respect human rights of those in their business operations and comply with all labour laws
- Discrimination – suppliers must not discriminate on the basis of age, gender, disability, ethnicity, marital status, sexual orientation or any other status protected by law
- Health and safety – supplier must provide a safe and healthy working environment for their employees and to have documented health and safety policies and procedures in place along with appropriate safety equipment.
- Environmental management – supplier must comply with environmental laws

## **3. The application of the Supplier Code of Conduct for CitiPower and Powercor**

### **3.1 New contracts, agreements and purchase orders**

The Code applies to all contracts, agreements and purchase orders from 1 July 2021, and requires suppliers to acknowledge the minimum standards of behaviour when conducting business with CitiPower and Powercor.

### **3.2 Existing contracts, agreements and purchase orders**

Existing suppliers will receive a letter informing them of the required expectations under the CitiPower and Powercor Supplier Code of Conduct.

### **3.3 Subcontractors**

Suppliers are obligated to communicate the CitiPower and Powercor Supplier Code of Conduct to related entities and subcontractors who support them in supplying goods and services to CitiPower and Powercor. This will ensure that subcontractors conduct their business in accordance with the Supplier Code of Conduct.

## **4. Corrective Action Process**

Suppliers are expected to self-assess their compliance with the Supplier Code of Conduct and are encouraged to raise concerns or seek clarification on any elements of the Code with the relevant responsible officer under their contract.

If requested by CitiPower and Powercor, suppliers must provide evidence and confirmation of their compliance with the Code, including the provision of documents and records that support their compliance.

## **5. Privacy**

[CitiPower and Powercor's](#) Privacy Policy outlines our commitment and explains how we collect, use, disclose and protect our customers' personal information.

Suppliers must apply adequate data privacy and security protection to protect the personal information of our customers and employees from unauthorised access, use and disclosure.

Suppliers who collect, use, store or have access to our customers' personal information must have adequate processes and procedures in place to monitor compliance with applicable privacy laws and contractual privacy obligations with CitiPower and Powercor.

## 6. Whistleblowing Service

CitiPower and Powercor expects our suppliers to promote our values and high professional standards. To help meet this expectation we are committed to fostering an environment where our suppliers and sub-contractors can raise concerns about any actual or suspected breach of this code.

Suppliers can raise concerns directly to:

**Head of Audit Services**

Frank Tran

Phone: +61 3 9683 2072

Email: [frtran@powercor.com.au](mailto:frtran@powercor.com.au)

**General Manager, People, Culture & Legal**

Peter Wilkins

Phone: +61 3 9683 4433

Email: [pwilkins@powercor.com.au](mailto:pwilkins@powercor.com.au)

Additionally, a report maybe made via Speak-up Anonymous, an external hotline, and reporting service independently managed by Stopleveline. Speak-up Anonymous reporting options are:

Phone: 1800 035 400 (in Australia)

Email: [speak-upanonymous@stopleveline.com.au](mailto:speak-upanonymous@stopleveline.com.au)

Website: [www.speak-upanonymous.stoplevelinereport.com](http://www.speak-upanonymous.stoplevelinereport.com)

Out of business hours reports can be made via the email and website options. All reports made via the Speak-up Anonymous hotline will, subject to any confidentiality limitations, be provided by Stopleveline to the Head of Audit Services and the General Manager, People, Culture and Legal.