

# Supplier Engagement Principles

## Introduction

Landcom is the NSW Government's land and property development organisation. We are a state owned corporation working in conjunction with the private sector to produce quality housing and communities that also delivers social and economic benefits to the people of New South Wales. Our role is to deliver on the NSW Government's housing agenda, which is currently focused on housing supply, affordability and diversity.

We have always set high standards for the way we conduct business. We expect the same commitment from our suppliers. This is why we have established the Landcom Supplier Engagement Principles (SEP). These principles speak to the commitments we make to the community. They establish the standards required for conducting business with Landcom.

We will consider these principles in our selection of suppliers and will actively work with our suppliers to ensure compliance with these principles across the Supply Chain.

## Human rights

Landcom Suppliers shall respect internationally proclaimed human rights, and shall avoid being complicit in human rights abuses of any kind. Landcom Suppliers shall respect the personal dignity, privacy and rights of each individual.

## Forced Labour

Landcom Suppliers shall not use forced or involuntary labour, including, but not limited to, bonded or debt. The Supplier shall ensure that the work relationship between the Worker and the Supplier is freely chosen and free from threats.

The Supplier shall ensure that all Workers shall be free to leave their employment/work after giving reasonable notice. Workers shall not be required to lodge deposits of money, identity papers or similar in order to obtain or keep their employment/work.

## Child Labour

Landcom Suppliers will not use child labour. The term "child" refers to any person employed under the age of 15), or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest.

The Supplier shall ensure that persons under the age of 15 do not perform any hazardous work. In these Principles 'hazardous work' means work which exposes children to physical, psychological or sexual abuse; work at dangerous heights, in confined spaces; work with dangerous machinery, equipment and tools, or which involves the handling or transport of heavy loads; exposure to hazardous substances, agents or processes, temperatures, noise levels or vibrations; particularly difficult conditions such as work for long hours or at night or where the child is unreasonably confined to the premises of the Supplier.

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Landcom supports the use of legitimate workplace apprenticeship programs which comply with all laws and regulations applicable to such apprenticeship programs.

### Wages and Benefits

Landcom Suppliers shall provide remuneration that complies with any national legal standard of minimum wage. The basis on which Workers are paid is to be clearly conveyed to them in a timely manner.

The Supplier shall ensure all Workers are provided with written agreements of employment setting out employment conditions in a language understandable to the Worker.

### Working Hours

Landcom Suppliers shall ensure that working hours are not excessive and comply with applicable local laws. The Supplier shall respect the individual Worker's need for recovery and secure that all Workers have the right to adequate leave from work with pay.

### Non-discrimination

Landcom Suppliers shall prohibit direct or indirect negative discrimination in hiring and employment practices on grounds of race, colour, religion, political or other opinion, age, national or social origin, sexual orientation, gender, marital status, pregnancy, or disability, and shall promote equality of opportunity or treatment in employment and occupation.

### Respect and Dignity

Landcom Suppliers shall prohibit and refuse to tolerate, and not confer upon its Workers, any unacceptable or degrading treatment, including mental cruelty, sexual harassment or discrimination, gestures, language or physical contact, that is sexual, coercive, threatening, abusive or exploitative.

### Freedom of Association

Landcom Suppliers shall respect the legal rights of employees to join or to refrain from joining worker organizations, including trade unions.

### Work Health and Safety

Landcom recognises that work health and safety (WHS) is of fundamental importance.

Landcom Suppliers will provide their employees with a safe and healthy working environment in compliance with all applicable laws and regulations.

Landcom Suppliers must cooperate with Landcom in ensuring that the workplace is safe and without risk to health. This includes, but is not limited to:

- a complying with the Landcom WHS Policy and all other policies and procedures in place to protect work, health and safety;
- b complying with all reasonable instructions from managers/supervisors in relation to health and safety issues at work;

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- c participating in WHS training;
- d participating in WHS consultation;
- e reporting all incidents and accidents at the workplace in accordance with the reporting obligations in the contract and/or WHS policies and procedures;
- f generally cooperating with Landcom as required to enable compliance with the law.

The Supplier shall do its utmost to control hazards and take necessary precautionary measures against accidents and occupational hazards. Whenever necessary Workers are to be provided with, and instructed to use, appropriate personal protective equipment. The Supplier shall provide adequate and regular training to ensure that Workers are adequately educated on health and safety issues.

### Protection of the Environment

Landcom Suppliers shall undertake initiatives to promote greater environmental responsibility.

At a minimum, Suppliers must comply with all applicable environmental laws, regulations, permits and licences, such as requirements regarding chemical and waste management and disposal, recycling, industrial wastewater treatment and discharge, air emissions controls, environmental permits and environmental reporting.

Landcom has an Environmental Management System (EMS) certified to AS/NZS ISO14001: 2004 that is annually audited. Our works contracts include requirements that assist Landcom in continuing its EMS certification and Suppliers delivering works/services must comply with these requirements. All works contractors must comply with an environmental audit if requested by Landcom's independent EMS auditor without notice.

Landcom has sustainability performance indicators and publicly reports on the performance of these. We continually aspire to improve the sustainability performance of our own operations and in the operation and materials of our Suppliers. Landcom Suppliers shall aim to minimise their environmental impact and continuously improve their environmental performance in accordance with better practice standards and the Landcom Sustainability Policy. Suppliers must support Landcom's Sustainability Policy and its targets, and communicate to Landcom any Supplier initiatives that support our targets.

### Laws, Including Regulations and Other Legal Requirements

Landcom Suppliers will comply with all applicable laws and regulations in all locations where they conduct business.

### Ethical Dealings

Landcom expects our Suppliers to conduct their business in accordance with the highest ethical standards.

Suppliers shall comply with applicable laws and regulations concerning bribery, corruption, fraud and any other prohibited business practices. The Supplier shall not offer, promise or give any undue advantage, favour or incentive to any public official, organisation or any other third party. This applies regardless of whether the undue advantage is offered directly or through an intermediary.

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### **Gifts, Hospitality and Expenses (Business Courtesies)**

Landcom Suppliers shall not, directly or indirectly, offer gifts or hospitality, such as social events, meals or entertainment, to Landcom employees or representatives or anyone closely related to these.

### **Monitoring/Record Keeping**

Suppliers must maintain documentation necessary to demonstrate compliance with Landcom's Supplier Engagement Principles and must provide Landcom with access to that documentation upon Landcom's request.