

SUPPLIER CODE OF CONDUCT KEY POINTS

A new Victorian State Government Supplier Code of Conduct to foster ethical, sustainable and socially-responsible procurement is being progressively implemented from 1 July 2017. The new code will apply to all companies that supply goods and services to mandated public health services.

The code was developed to provide clarity for suppliers on minimum ethical expectations in the following areas:

- Integrity, ethics and conduct
- Conflicts of interest, gifts, benefits and hospitality
- Corporate governance
- Labour and human rights
- Health and safety
- Environmental management

As this is a whole-of-Victorian Government policy, both Health Purchasing Victoria (HPV) and mandated health services have a role in implementing the code in their dealings with suppliers. The code came into effect on 1 July 2017 but its implementation will be progressive and risk-based. Roll-out by HPV and health services is expected to be completed before the end of 2017 calendar year.

The Victorian Government Purchasing Board (VGPB) [website](#) contains the full text of the [Supplier Code of Conduct](#). Updates and amendments to the code will also be made available from the VGPB website. The site contains a number of documents including:

- [Supplier Code of Conduct](#)
- [Fact Sheet for Buyers](#)
- [Fact Sheet for Suppliers](#)
- [FAQs for Suppliers](#)

What you will need to do?

Health services are required to:

- Communicate the code to existing contracted suppliers.
- Ensure that any new Invitation to Supply (ITS) and contract documents contain relevant clauses, including a letter as a returnable appendix, confirming the supplier's commitment to the code.
- Ensure inclusion of an appropriate clause referencing the code in the terms and conditions attached to Purchase Orders.
- Consider whether they should obtain a letter of commitment to the code from existing suppliers operating in high risk industries.

An [HPV guideline](#) is available outlining HPV's interpretation of the changes including recommended wording for these clauses. The recommended clauses are incorporated into HPV documents and you may wish to modify the language to reflect your own terminology while retaining the intent.

HPV will be contacting all 352 suppliers under HPV Agreements to advise them of the code and we will publish a registry list of the suppliers contacted and their responses. HPV is publishing a registry list to reduce the time and resources required from health services in communication of the code, by managing communications with state-wide suppliers where practical. This registry will be available through the HPV website in September 2017.

For more information contact your customer relationship manager or the health services helpdesk on 03 9947 3900 or healthservices@hpv.zendesk.com.