



**DRAFT**  
August 2019



# AUCKLAND TRANSPORT SUPPLIER CODE OF CONDUCT





# PURPOSE

Auckland Transport is a Council Controlled Organisation of Auckland Council and is the organisation responsible for the planning, development and management of Auckland's transport systems (excluding the state highways and railway corridors), including roads and footpaths, cycling and walking infrastructure, parking facilities and public transport. Our mission is 'working together to deliver safe, innovative and sustainable transport for a great city'.

The object of the Supplier Code of the Conduct (the Code) is to provide minimum standards and expectations applicable to all suppliers providing goods and services to Auckland Transport. The scope of the Code includes Suppliers' parents, affiliates, subsidiaries and subcontractors.

## AUCKLAND TRANSPORT'S COMMITMENT

Auckland Transport is committed to ensuring great outcomes for our customers and communities and Māori of Tāmaki Makaurau, whilst maintaining a fair, safe, responsible and sustainable approach to business. Auckland Transport uses best endeavours to ensure that suppliers of goods and services to our organisation comply with the Code.

## OUR SUPPLIERS' COMMITMENT

Auckland Transport expects suppliers to share our commitment to our customers and communities and Māori of Tāmaki Makaurau whilst ensuring a fair, safe, responsible and sustainable approach to business. Suppliers, whether directly or through their supply chain, are required to comply with all relevant legislation and to adhere to the principles detailed in the Code as a condition of doing business with Auckland Transport.



## APPLICATION OF THE CODE

Auckland Transport acknowledges that achieving the principles set out in the Code will be an ongoing and collaborative process. Auckland Transport encourages suppliers at a minimum to:

- Meet the principles set out in this Code or have established a clear goal toward meeting the principles set forth in the Code.
- Actively review, monitor and modify their management processes and business operations to ensure alignment with the principles in the Code.

We reserve the right to verify compliance with the Code and require suppliers to cooperate and provide supporting evidence upon request. This may involve self-assessment by suppliers, request for further information, site visits or audits by Auckland Transport or our agents.

Auckland Transport expects suppliers to monitor their business operations against the principles of the Code. Auckland Transport expects that suppliers will notify us of any departures from the principles of the Code and that the supplier will take reasonable steps to address, remedy and prevent repetition of any actions that are inconsistent with the Code.

## WITHIN THE SUPPLY CHAIN

Auckland Transport expects that its suppliers will encourage and work with their own suppliers and contractors to ensure that they meet the principles of the Code.

## REVIEW OF THE CODE

We will review the Code annually to ensure that the Code accurately reflects best practice.





## PRINCIPLE 1: CUSTOMER AND COMMUNITY

Auckland Transport recognises that our suppliers are the face of Auckland Transport. We expect suppliers to share our commitment to support and positively contribute to the lives of the customers and communities that we serve. Suppliers are expected to:

- 1.1** Put people first. Understand, recognise and be responsive to customer needs and expectations.
- 1.2** Support easy journeys for all customers and communities.
- 1.3** Interact with customers and communities in a way that respects and values their diversity.
- 1.4** Operate in a way that supports the social and economic wellbeing and resilience of Auckland's communities now and into the future.
- 1.5** Work collaboratively with suppliers, partners, customers and communities to deliver better outcomes.





## PRINCIPLE 2: HEALTH, SAFETY AND SECURITY

Auckland Transport expect suppliers to demonstrate a strong commitment to health, safety and security of their employees and contractors. Suppliers must:

- 2.1** Comply with all relevant health and safety legislative requirements.
- 2.2** Maintain a Health and Safety policy that is freely available to all employees and available to Auckland Transport upon request. All suppliers must have policies, procedures and practices in place that manage the risks of worker impairment from drug or alcohol use.
- 2.3** Provide a safe and secure work environment for employees, visitors and third parties by:
  - managing and mitigating risk
  - employing safe systems of work
  - providing employees and contractors with appropriate training in safe work practices.
- 2.4** Provide Auckland Transport with evidence of compliance with their health and safety practices upon request.





## PRINCIPLE 3: TE WHAI RAWA

The prosperity and well being of Māori of Tāmaki Makaurau.

The ability to engage in and participate in infrastructure development of Tāmaki Makaurau (economic, cultural, social and environmental). Suppliers are expected to:

- 3.1** Contribute to Auckland Transport's Māori Responsiveness Plan to help build strong Māori communities.
- 3.2** Connect Māori communities to opportunities in support of their development needs and aspirations.
- 3.3** Work with Māori on partnering/joint ventures in the delivery and supply of goods and services.
- 3.4** Conduct business with Māori that takes a Treaty (Te Tiriti o Waitangi) based approach, grounded in Te Ao Māori (Māori World View) to improve economic and wellbeing outcomes for Māori.





## PRINCIPLE 4: HUMAN RIGHTS AND WORKPLACE CONDITIONS

Auckland Transport expects Suppliers to comply with international standards for human rights, to provide acceptable working conditions and to comply with relevant labour laws. Suppliers must:

- 4.1** Comply with all relevant human rights legislation in respect of their employees and business operations.
- 4.2** Conduct their business activities in a manner which respects human rights as set out in the United Nations Universal Declaration of Human Rights and the fundamental conventions of the International Labour Organisation.
- 4.3** Promote an inclusive and respectful workplace where ethnicity, religion, age, sexual orientation, gender, pregnancy, parenthood, and disability are no impediment to recruitment, promotion and ongoing employment.
- 4.4** Provide a workplace that is free from all forms of direct and indirect discrimination, harassment and bullying, and ensure this commitment extends to all aspects of workplace relations.
- 4.5** Not engage in practices relating to forced and compulsory labour at any stage of the manufacturing or service delivery process. All workers will be of the relevant legal age throughout the supply chain.
- 4.6** Ensure that all work is undertaken without coercion.







## PRINCIPLE 5: ENVIRONMENTAL SUSTAINABILITY

Auckland Transport is committed to environmental sustainability, to ensure that the needs of the present are met without compromising the ability of the future generations to meet their own needs. Suppliers must:

- 5.1** Implement and maintain environmental management systems appropriate to their business, and make these systems available to Auckland Transport upon request. Suppliers are expected to make ongoing efforts to improve these systems.
- 5.2** Have an environmental policy that is proportionate to the environmental risk of their business operations.
- 5.3** Comply with relevant regulations, legislation and environmentally responsible business practices.
- 5.4** Maximise the efficient use of energy, water, resources and raw materials and minimise waste and pollution.







## PRINCIPLE 6: BUSINESS RESILIENCE

Suppliers shall commit to sound governance, management and administration, including prompt payment, in order to minimise the risk of business disruption. Suppliers must:

- 6.1** Commit to the development and implementation of a business plan to ensure their business is viable and their workforce is sustainable for the length of the engagement with Auckland Transport and beyond.
- 6.2** Have a documented business continuity plan to minimise business disruption from unplanned events which may threaten an organisation's normal operations, as well as their associated impact on the organisation's people (employees and contractors), supply chain, facilities and IT services. This plan should be reviewed and tested on an ongoing basis and is expected to be available to Auckland Transport upon request.
- 6.3** Pay their suppliers promptly, and advise suppliers in a timely manner if there is any reason why an invoice will not be paid. Suppliers should encourage prompt payment throughout their extended supply chains.
- 6.4** Ensure appropriate controls are in place to protect Auckland Transport's brand and intellectual property against unauthorised use and damage.





## PRINCIPLE 7: ETHICAL BUSINESS

Auckland Transport expects suppliers to be ethical in their business activities and not engage in corrupt practices or anti-competitive behaviour. Suppliers are expected to be honest and transparent. Suppliers must:

- 7.1** Conduct their business in full compliance with relevant competition legislation and fair trading legislation at all times. Compliance must be demonstrated to Auckland Transport upon request.
- 7.2** Be prepared to share information about their extended supply chain with Auckland Transport, including where products and materials are sourced.
- 7.3** Not engage in fraud, bribery or corrupt conduct. Suppliers will appropriately declare conflicts of interest.
- 7.4** Must not improperly use private, confidential or commercially sensitive information regarding any party in the supply chain.
- 7.5** Maintain transparent and accurate financial and business records to demonstrate compliance with relevant laws and regulations as well as generally accepted accounting practices.



