Te Tāhuhu o te Mātauranga
Ministry of Education

Supplier Code of Conduct

Purpose

The Ministry of Education (the Ministry) seeks to partner with suppliers who uphold high standards of ethical, social, and environmental responsibility. This Supplier Code of Conduct (Code) sets out expectations for suppliers to partner with the Ministry to shape an education system that delivers equitable and excellent outcomes.

The Code honours the commitment of Te Tiriti o Waitangi through the following values:

- Kāwanatanga: honourable governance for mutual benefit
- Tino Rangatiratanga: Māori self-determination / sovereignty
- Ōritetanga: equity for Māori
- Wairutanga: upholding of belief systems

The Code aligns with the six principles of Government Procurement to ensure that goods and services are procured fairly and will enhance student wellbeing and improve educational outcomes:

- Plan and manage for great results.
- Be proportionate and right-size the procurement.
- Be fair to all suppliers.
- Get the right supplier.
- Get the best deal for everyone.
- Play by the rules.

Best practice procurement and commercial methodology drives economic benefit for New Zealand, promotes innovation, encourages responsible business practices, manages risk proportionately and fosters collaborative practice for collective impact.

This Code is intended to support a shared understanding and mutual trust between the Ministry and our Suppliers. We ask our Suppliers to maintain an open and honest dialogue with us. If issues arise, the Ministry will work constructively with Suppliers to resolve these.

Scope

1. This Code applies to all suppliers, including their parent, subsidiaries, affiliates, and subcontractors (Suppliers) providing goods or services to the Ministry.
2. Suppliers acknowledge this Code will form a part of their contractual agreement with the Ministry.
3. The Ministry may at any time request evidence of compliance to the Code and conduct a desktop audit which could include but is not limited to:
    a. Sighting copies of applicable policies, accreditations, certifications, reports.
    b. Reviewing reporting and monitoring against contract KPIs.
    c. Commissioning third party advice and/or due diligence.
4. If the Ministry believe it is warranted to gather the necessary information, they may conduct or commission a physical audit to be undertaken.
5. Non-compliance may result in corrective action or termination of contracts.
6. Suppliers must ensure their team, agents and subcontractors are aware of and comply with this Code.
7. The Ministry may update or replace this Code at any time. Any updates will be communicated to Suppliers and updated in active contracts.

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Core Standards

Our Core Standards are the minimum standards and expectations we expect of our Suppliers.	
1. Ethical Behaviour	**Suppliers must conduct business with integrity and transparency:** • Manage activities and affairs in accordance with all applicable domestic and international laws, regulations and ethical standards in the jurisdictions in which they operate. • Refrain from engaging in any form of corruption, bribery, or anti-competitive practices including improper offers of payments or gifts to or from workers, direct or indirect payments, including bribes, kickbacks or other promises of payments to other parties. • Exercise sound judgement and take all reasonable steps to proactively avoid any activities, relationships, or contractual arrangements that could create—or even give the appearance of creating—a conflict of interest between the supplier's personal interests and the Ministry's responsibilities. • Act with honesty by immediately notifying the Ministry's nominated point of contact and fully cooperating to resolve the matter if a potential or actual conflict of interest arises at any time—whether during the procurement process or while delivering contracted services. • Maintain transparent and accurate financial and business records to demonstrate compliance with applicable laws and regulations, as well as generally accepted accounting principles.
2. Labour and Human Rights	**Suppliers must respect and support the protection of human and labour rights:** • Adhere to international human rights standards in their workplace and monitor and address these standards within their supply chain proportionate to areas of elevated risk. • Respect the human and labour rights of their workers in the workplace, prohibiting child labour, forced labour, and modern slavery. Due diligence relating to modern slavery risk is expected to be an ongoing process of continuous improvement. • Comply with New Zealand and international employment standards to ensure fair wages, safe working conditions and freedom of association. • Maintain a workplace that is free from unlawful discrimination and promotes diversity, equity, and inclusion.
3. Health and Safety	**Suppliers must operate healthy and safe work environments:** • Comply with all applicable workplace health and safety laws and regulations. • Maintain integrated policies, practices, and management systems that safeguard worker health, reduce work-related injuries and illness, and ensure all goods and services are produced or delivered in a safe and healthy environment, in line with the supply agreement. • Provide all the necessary tools, personal protective equipment (PPE), and uniforms to workers to enable them to perform their work.

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	• Workers must not be exploited or subjected to abuse of any kind, including psychological, physical, sexual, or verbal abuse with a zero tolerance for intimidation, threat, or harassment. • Identify and assess potential emergency situations and develop appropriate risk management controls, including business continuity and emergency response plans to ensure they can continue to supply their goods or services to the Ministry when a disruptive event occurs. The Ministry may request evidence of such plans.
4. Security	**Suppliers must protect confidential information and comply with Ministry and Government security requirements:** • Comply with all applicable policies, laws and regulations regarding the security and confidentiality of all Ministry information, including personal information and data that is commercially sensitive or operationally critical. • Comply with applicable privacy or data protection laws when personal information is being accessed, processed, or stored on behalf of the Ministry. • Comply with all access, security and identification requirements and procedures specified by the Ministry when on Ministry premises. • Adequately protect any information, assets, tools and materials provided as part of your contract arrangement including their prompt return when requested.
5. Environmental Sustainability	**Suppliers must establish environmentally responsible business practices and proactively improve their environmental performance:** • Conduct their business in accordance with applicable laws, regulations and standards regarding the mitigation of impacts on, and protection of, the environment. • Proactively work to improve their environmental sustainability and reduce their environmental impacts. • Consider the impact of product and packaging on the environment and ways to minimise waste to landfill and the use of single-use materials. • Support the Ministry's sustainability goals such as lowering emissions, and minimising waste and encourage innovation in sustainable solutions for education settings.
6. Social Responsibility	**Suppliers must promote corporate social responsibility that is underpinned by inclusive, responsive and honest behaviours:** • Pay subcontractors promptly. • Support local domestic businesses to deliver economic benefits that build industry capability, contribute positively to communities and promote inclusive economic development.

Contact

- To provide feedback or ask any questions about this Code, you can contact Procurement at Moe.Procurement@education.govt.nz.
- We encourage Suppliers to report any actual or suspected breaches of this Code by emailing Moe.Procurement@education.govt.nz.