



Code of Business Practice Policy

Calvary's mission and values, the Spirit of Calvary, strategic intent, organisational behaviors and corporate governance framework all guide our business processes and relationships.

Consistent with our values of hospitality, healing, stewardship and respect, Calvary is committed to ensuring that its procurement practices are transparent, fair and responsible and uphold high standards of integrity and honesty in line with **Our Values**.

Calvary's **Ethical Sourcing Policy** and **Code of Business Practice (Code)** establish our expectations of suppliers and their supply chain, in providing goods and services to Calvary Health Care.

Key principles include:

- A commitment to safety and quality as a priority;
- Care of our people and working environments;
- Partnering and planning for the present and the future;
- Caring for our resources;
- Recognising the value and intrinsic dignity of every person;
- Acting honestly with integrity and adhering to the highest ethical standards;
- Complying with national and international laws and regulations;
- A commitment to environmental sustainability;
- Protecting our reputation, brand, assets and the personal information we hold; and
- Managing enterprise risk.

Where the provisions of the law and/or **Calvary's Ethical Sourcing Policy** and/or this **Code** address the same subject, whichever affords greater protection applies.

Safety

Safety is always a priority and Calvary is committed to continuous improvement in the prevention of injuries, illness, accidents and incidents through effective safety management systems, quality processes and a strong safety culture.

Calvary's systems and processes are designed to ensure:

- Open and transparent processes are in place across all Calvary facilities to support the identification and reporting of clinical safety risks and opportunities for improvement;
- An organisational culture that seeks to learn from errors and to continuously improve the quality and safety of our care;
- Ongoing development of systems for the delivery of high-quality reliable care; and
- Incorporation of processes for working in partnership with our clinicians, partners, the people and the wider communities we serve.

We expect suppliers of Calvary will:

- Be compliant with all relevant international, national and local safety legislation, including but not limited to workplace and operational requirements together with health and safety of staff and volunteers, including health and safety management and reporting.
- Have a documented health and safety policy and ensure that their employees and organisations in their supply chains are informed and knowledgeable of that document.
- Have in place monitoring systems to manage health and safety risks and incidents that is aligned to applicable laws.
- Comply with Calvary site-specific safety requirements.

Corporate Governance and Ethics

Calvary's values are expressed in the ways we conduct our relationships, the choices we make and the actions we take. We are guided by the [Code of Ethical Standards for Catholic Health and Aged Care Services in Australia](#). These standards are built into our governance structures, discernment processes and captured in our bylaws.

The recognition of the innate dignity of each person influences all of our decision-making and informs the manner in which we look after the people who seek our care.

Calvary is committed to upholding the highest legal and ethical standards, regardless of when and where we conduct our business. This Code of Business Practice sets our expectations in a number of areas, including compliance with laws, regulations and ethical standards, managing conflicts of interest, maintaining accounting records, treating people with respect, ensuring equal employment opportunity and establishing a whistle-blower policy.

We expect suppliers will:

- Manage risk, governance and compliance appropriately.
- Conduct themselves in a fair and ethical manner ensuring that their senior management are accountable for maintaining a high level of corporate ethics.
- Ensure their employees and employees of subcontractors are committed to fair and ethical practices.
- Comply with all laws and regulations with regard to bribery, corruption and other prohibited business practices.
- Ensure that they have relevant policies in place that provides protection to their employee whistle blowers and ensure that their employees are informed of that Policy.
- Ensure that the expectations set out in this Code of Business Practice are communicated to all of their staff and subcontractors.
- Work with their own suppliers to ensure their supply chain meets the principles of this Code.

Social Accountability

Our Value of Stewardship recognizes that as individuals and as a community, all we have has been given to us as a gift. It is our responsibility to manage these precious resources effectively for the future.

We recognize the value and dignity of every person who is associated with our Services and expect that our Suppliers share these same values.

We expect suppliers will:

- Conduct their activities in a manner that respects the inherent dignity and the equal and inalienable rights of all members of the human family as set out in the [Universal Declaration of Human Rights](#).
- Comply with all relevant local and national laws and regulations in relation to employment practices, human rights, discrimination, harassment and bullying.
- Provide fair working conditions for their employees.
- Pay their workers lawful wages, including equal pay for equal work.
- Ensure that no forced labour, child labour or involuntary labour is used.
- Ensure that no form of abuse is tolerated within their organization.
- Provide their employees with adequate training to perform their role and comply with the expectations set out in this Code of Business Practice, incorporating all international agreements, as amended and in force for Australia from time to time.

Stewardship of the Environment

Calvary strives to be a source of healing, hope and nurturing to the people and communities we serve. Calvary has a part to play in countering the malaise of waste, degradation and indifference which makes people unwell simply because we live in a damaged physical and social environment. The way in which we care for our facilities, and the way in which our facilities demonstrate that we care for our shared environment, is a very important indicator of “being for others”.

We expect suppliers to:

- Comply with national and local environmental laws and regulations and require subcontractors to do the same.
- Have identified and documented its key environmental impacts and implemented controls to eliminate or minimise its impact on the environment with respect to solid waste disposal, hazardous chemicals storage and management, air and water emissions
- Have an environmental plan of action to reduce waste, reduce consumption of natural resources and offset environmental harm caused.
- Incorporate of selected environmental targets into operational planning and report regularly on these targets.
- Investigate carbon offset investment options and applicability of sustainable energy sources.
- Publically report initiatives and investments to offset carbon footprint, reduce waste and consumption of natural resources and other detrimental environmental impact.

Supplier Diversity

Calvary is committed to fostering and building a culture in which diversity is valued. We support supplier diversity through engagement with minority owned businesses, disability enterprises and community partners. We seek opportunities to support our suppliers in their work toward supporting women in business and indigenous-owned and other minority owned businesses.

Supply Chain

The business conduct and performance of our suppliers can have a direct impact on the sustainability of our organisation, including our brand and reputation.

Therefore we expect our Suppliers will:

- Ensure that this Code of Business Practice is communicated to all their subcontractors.
- Work with their own suppliers to ensure their supply chain complies with this Code.
- Hold their subcontractors to the expectations contained in this Code.

Ensure their suppliers and subcontractors are cognisant of and compliant with requirements set out in the [Modern Slavery Act 2018 \(Commonwealth\)](#). Australian State legislation and the international agreements, as amended, and in force for Australia from time to time.

Assessment Review

It is an expectation that all suppliers will read and sign the **Calvary Business Partners Criteria** which supports the implementation of our policies.

Calvary will work closely with suppliers to ensure they are aligned with this **Code** and our **Ethical Sourcing Policy**.

Calvary carries out regular assessments of the practices of its suppliers, including self-assessment by suppliers of their operations. In addition Calvary may conduct site visits to suppliers to carry out in depth reviews with the objective to work with our suppliers to identify best practice and support improvement.
