

# Fijian Government Suppliers Code of Conduct



The Fijian Government is committed to conducting its business in an ethical, legal and socially responsible and sustainable manner.

Suppliers are expected to deliver quality business with high standards when providing goods or services, construction works and services or consultancy services.

The Supplier Code of Conduct (SCC) describes the minimum expectations in the areas of: integrity, ethics and conduct; conflict of interest, gifts, benefits and hospitality; corporate governance; labour and human rights; health and safety; and environmental management.

All Suppliers are advised to understand the SCC and ensure that relevant areas of their business and supply chain meet these standards.

## Application of this SCC

By Supplier, the Fijian Government means any entity that supplies goods, services or works to the Government.

The expectations outlined in the SCC are not intended to supersede or alter the Supplier's regulatory and contractual obligations. Suppliers should check their respective contracts, agreements and purchase orders as they may contain additional obligations or higher standards than those set out in the SCC.

All Suppliers are expected to communicate the SCC to their related entities, Suppliers and subcontractors who support them in supplying goods and services so that they are aware of, understand and comply with the SCC.

## Reporting misconduct, unethical behavior or suspected corruption

If a Supplier considers that another Supplier has deviated from or breached their obligations under this SCC or that a Government employee performed a breach to this SCC, it is expected to report these concerns to one of the following bodies:

- > In relation to other Suppliers, the relevant Permanent Secretary and Head of Procurement (HoP), Ministry for Economy.
- > In relation to Government personnel breaching SCCs or in relation to serious misconduct, the relevant Permanent Secretary.
- > In relation to allegations of suspected corruption involving Suppliers or Government personnel, to the Fiji Independent Commission Against Corruption.

## **Corrective action process**

The Fijian Government expects Suppliers to:

- Self-assess their compliance with the SCC and take timely action to correct any deficiencies or breaches reported or identified by an audit, assessment, inspection, investigation or review.
- Raise any concerns, discuss and seek clarification accordingly to any elements of the SCC with the relevant department or the Head of Procurement in relation to the goods, services or works they are providing.
- Provide supporting evidence and confirmation of their compliance with the SCC, including the provision of documents and records that support their compliance.

## **Record keeping and documentation**

Suppliers are expected to maintain adequate records that accurately record all financial transactions and information regarding its business activities, labour, health and safety and environmental practices in accordance with applicable laws, policies and procedures. Disclosure of information is expected to be undertaken without falsification or misrepresentation.

## **Minimum ethical standards for Suppliers**

### **A. Integrity, ethics and conduct**

The Fijian Government expects Suppliers to:

- Maintain high standards of ethical conduct and compliance with all applicable laws.
- Be ethical and transparent in their business activities, including relationships, practices, sourcing and operations.
- Comply with all anti-bribery, anti-corruption, anti-money laundering and modern slavery laws.
- Not engage in, either directly or indirectly in fraudulent, corrupt or collusive activities.
- Not improperly use any private, confidential or commercially sensitive information in its possession relating to or in connection with its dealings with the Fijian Government.
- Respect the values and principles of the Civil Service in their dealings with public sector employees.

### **B. Conflict of interest; gifts, benefits and hospitality**

The Fijian Government believes that all business activities should be undertaken with impartiality and any conflict of interest should be raised and managed.

## **Conflict of interest**

Suppliers must:

- > Declare to the relevant Permanent Secretary or the Head of Procurement any situation that raises an actual, potential or perceived conflict of interest related to or in connection with its dealings with the Fijian Government;
- > Avoid financial, business or other relationships which may compromise the performance of their duties under their business arrangement with the Government. Under the Public Service Code of Conduct and Procurement Regulations 2010, public sector employees are expected to avoid actual, perceived and potential conflicts of interest wherever possible. Any conflicts of interest that cannot be avoided are expected to be declared and managed appropriately.
- > Not to offer any Government personnel gifts or benefits, either directly or indirectly, and offers of hospitality will be limited to token offers of basic courtesy (e.g. tea and coffee during a meeting)
- > Not take any action in order to entice or obtain any unfair or improper advantage.

## **C. Corporate governance**

Suppliers are expected to:

- > Maintain sound administration processes.
- > Develop and maintain a process to identify, manage and control relevant risks associated with its operations. These include supply chain risks and risks relating to labour and human rights, health and safety, the environment, business ethics and corporate governance.
- > Identify and assess potential critical incident, emergency situations and business continuity risks; and
- > Develop and implement emergency plans and response procedures that minimise harm to life, environment and property, while minimising disruption to business continuity.

## **D. Labour and human rights**

The Fijian Government believes that all workers deserve to be treated with dignity and respect. Suppliers are expected to:

- > Provide a fair and ethical workplace which upholds high standards of human rights and integrates appropriate labour and human rights policies and practices into its business.
- > Not to discriminate against any worker based on age, disability, ethnicity, gender, marital status, political affiliation, race, religion, sexual orientation, gender identity, union membership or any other status protected by law, in hiring and other employment practices.
- > Commit to a workplace free from workplace bullying, harassment, victimisation and abuse.
- > Proactively identify, address and – where required by legislation – report on risks of modern slavery practices (defined broadly to include all forms of human trafficking, forced labour and slavery-like practices) in their business operations and supply chains.
- > Follow all applicable laws and regulations with respect to wages, minimum legal age, working hours and workers compensation insurance.

- Provide the freedom of association, form and join (or refrain from joining) industrial organisations and bargain collectively, or engage in any lawful industrial activity without interference, discrimination, retaliation or harassment.

## **E. Health and safety**

Suppliers are expected to:

- Provide a healthy and safe work environment and integrate sound health and safety management practices into its business.
- Comply and manage occupational health and safety hazards.
- Provide workers with job-related training and consult with employees in relation to the provision of information and training.

## **F. Environmental management**

The Fijian Government is committed to promoting environmental responsibility. Suppliers are expected to:

- Comply with all applicable laws and regulations relating to the environment, including any management and reporting obligations.
- Ensure the safe storage, transportation and disposal of hazardous substances including hazardous waste.
- Maintain policies and practices for the efficient use of energy; reduce the risk of pollution, loss of biodiversity, deforestation, damage to ecosystems and greenhouse gas emissions, water and natural resource consumption.