

Supplier Code of Conduct



Updated July 2022

At Ngātahi Communications we believe acting ethically and responsibly is not only the right thing to do, but also the right thing to do for our business. We are committed to the highest standards of social and environmental responsibility, and ethical conduct. Ngātahi Communications is committed to contributing to The United Nations Sustainable Development Goals and we prioritise projects that contribute to:

- Good health and wellbeing – Ensuring healthy lives and promoting wellbeing for all, at all ages.
- Reduced inequalities – Ensuring equal opportunities and reducing inequalities for our marginalised communities; including age, sex, disability, race, ethnicity, religious beliefs or economic status.
- Partnerships for the goals – Working towards shared goals and visions that place people and planet at the centre of partnerships.

Supplier Expectations

It is important to us that our Suppliers share our commitment and approach to doing business and so we have developed this Supplier Code of Conduct to clarify our expectations in the areas of business integrity, labour practices, health and safety, ethical standards and environmental sustainability.

Ngātahi Communications encourages all contractors, consultants, agents, representatives and service providers (herein referred to as “Suppliers”) who do business with Ngātahi Communications to:

- work with us collaboratively to share, listen and learn from each other to create mutually-beneficial opportunities.
- embed the Code of Conduct as part of everyday processes.
- operate with a philosophy of continuous improvement.
- take leadership in training, monitoring, reporting and putting in place corrective actions where needed.

Each Supplier is expected to communicate these expectations through to its suppliers, who are working on Ngātahi Communications business. We regularly monitor and review our suppliers activities and conduct against our expectations. Non-adherence to this Supplier Code will be a factor in considering whether Ngātahi Communications will continue to do business with the Supplier.

Labour and Human Rights

Ngātahi Communications expects Suppliers to embrace international standards relating to human rights. Suppliers must respect the labour rights of their employees in the workplace, and should monitor human rights within their supply chain. As a minimum, Suppliers must provide a workplace free from discrimination, harassment or any other form of abuse. Discrimination on the grounds of sex, marital status, religious/ethical belief, colour, race, ethnic/national origin, disability, age, employment, family status, or sexual or gender orientation is unacceptable.

Suppliers shall create a work environment for employees, contractors and business partners with a secure and healthy atmosphere of mutual respect and dignity. Harassment is unacceptable, including unwelcome verbal, visual, physical, or other conduct of any kind that creates an intimidating, offensive or hostile work environment.

Suppliers must treat employees and other labourers fairly, including with respect to wages, working hours and benefits. We expect suppliers to pay workers a wage that enables them to live with dignity and participate as active citizens in society. We consider the Living Wage to be the minimum-rate that every employer should commit to when setting remuneration levels for their employees and contractors.

Suppliers must consider best-practice compliance with accessibility standards, and innovation, to deliver inclusive products and services for users and stakeholders.

Sustainability

Ngātahi Communications expects Suppliers to carry out operations with care for the environment and comply with all applicable environmental laws and regulations.

Ngātahi Communications encourages Suppliers to use less and waste less by adopting practices that minimise impact on the environment and deliver benefits to improve sustainable performance over time.

The potential environmental impacts of daily business decision-making processes should be considered, along with opportunities for source reduction, conservation of natural resources, recycling, and pollution control to ensure landfill waste reduction, and cleaner air and water.

Application

All Suppliers to Ngātahi Communications must comply with this Code. The rights, standards and terms set out in this Code are in addition to the terms of any contract between Ngātahi Communications and its Suppliers, and will prevail over those contracts to the extent of any conflict or inconsistency.

As a minimum, Suppliers must:

- meet the standards set out in this Code
- actively review, monitor and update their policies, processes and business operations to ensure consistency with this Code.

Non-compliance

If Ngātahi Communications considers a Supplier is not complying with this Code, Ngātahi Communications may by written notice:

- advise the Supplier of that non-compliance, in which case the Supplier must remediate the non-compliance to Ngātahi Communications' satisfaction
- suspend or cancel the Supplier's supply of any goods or services to Ngātahi Communications, including suspending the payment of any associated invoices, until that non-compliance is remedied to Ngātahi Communications' satisfaction, or
- terminate any or all of the Supplier's contracts with Ngātahi Communications.

The rights set out in this section are in addition to any rights set out in the Supplier's contracts with Ngātahi Communications.

Key Suppliers

Ngātahi Communications currently has four key suppliers that we work alongside as impact partners; meaning that we hold them in high regard for their own commitment to social and environmental impact, and publicly recommend them to others.

Leigh Development is a strategic business consultancy specialising in organisational development. All mahi is underpinned by a foundation of diversity, equity and inclusion, with a focus on responsive treaty partnerships.

Kayleigh Malthouse Creative is a fledgling impact business, committed to embedding inclusive design and communication practices within all mahi undertaken.

Social Currency is a social enterprise accounting firm that donates 10% of all sales to supporting at-risk youth in Aotearoa.

Xero is a global Financial SAAS (software as a service) firm with a commitment to being purpose-led. They have a commitment to gender pay equity as part of their diversity and inclusion policies, and they have established wellbeing and support programs for their staff and customers.

References

- [The Living Wage Movement Aotearoa](#)
- [United Nations Guiding Principles on Business and Human Rights](#)
- [Universal Declaration of Human Rights](#)
- [United Nations Sustainable Development Goals](#)