

MFAT Supplier Code of Conduct

The Ministry of Foreign Affairs & Trade (MFAT) is committed to sustainable and inclusive government procurement that delivers for New Zealand and New Zealanders. This Supplier Code of Conduct outlines the expectations we have of our suppliers. Suppliers must make their subcontractors aware of this code. In the event of an inconsistency between this Code of Conduct and the Contract or Agreement the latter will have precedence.

Ethical behaviour and Lawful Conduct

MFAT expects its suppliers to:

- manage their activities and affairs, and conduct themselves, with integrity in accordance with applicable laws, regulations and ethical standards
- not engage in any form of corruption
- be transparent about their ethical policies and practices

When representing MFAT overseas:

- note that diplomatic immunity does not apply to suppliers or their employees, even whilst working overseas on behalf of MFAT
- ensure that any accompanying family members, dependents or other household members also comply with the standards set out in this Code of Conduct
- comply with local traffic and parking laws/ regulations and meet all host country responsibilities in the case of traffic accidents, including paying parking fines promptly

Labour and human rights

MFAT expects its suppliers to:

- adhere to international human rights standards in their workplace and monitor and address these standards within their supply chain
- comply with New Zealand employment standards and maintain a workplace that is free from unlawful discrimination
- respect the labour rights of employees in the workplace and ensure all employment standards comply with International Labour Organisation (ILO) standards
- ensure all employees are employed voluntarily and of their own free will and not use any forced, compulsory, or child labour.

Health, safety and security

MFAT expects its suppliers to:

- comply with workplace health and safety laws and regulations and maintain healthy and safe work environments
- comply with any security requirements notified to them by the MFAT
- protect any information, assets, tools and materials provided by MFAT and return these promptly when requested.

Preventing Sexual Exploitation Abuse and Harassment

MFAT has a zero tolerance policy towards sexual exploitation, abuse or harassment of any kind (SEAH). Our policy requires suppliers and delivery partners to:

- minimise the risk of sexual exploitation, abuse and harassment occurring in the first place
- respond in a meaningful way should such an incident occur.
- investigate any and every SEAH incident, take appropriate action and notify MFAT of the incident.

Our SEAH policy is available on our website:

<https://www.mfat.govt.nz/assets/Uploads/Preventing-Sexual-Exploitation-Abuse-and-Harassment-Policy.pdf>

Environmental sustainability

MFAT encourages suppliers to establish environmentally responsible business practices and proactively improve their environmental performance. MFAT expects its suppliers to:

- conduct their business in accordance with applicable laws, regulations and standards regarding the mitigation of impacts on and protection of the environment
- work to improve their environmental sustainability and reduce their environmental impacts.

Corporate social responsibility

MFAT encourages its suppliers to be good corporate citizens and contribute positively to their communities. Some positive things suppliers could do are:

- pay their subcontractors promptly
- consider if applicable including local, Māori, and Pasifika businesses to deliver the contract.

Conflicts of interest

In relation to overseas assignments and to avoid any potential, perceived or actual conflict of interest, MFAT expects to be:

- asked for prior approval where an individual proposes to undertake paid in-country work in addition to a full time MFAT assignment;
- asked for advice where an accompanying partner or child(ren) seek to take up local employment; and
- informed before individuals stand for, or are appointed to, any office or position on any voluntary or public body if there is any doubt or potential conflict of interest between such participation and providing services for MFAT.

Political neutrality

With respect to overseas assignments, MFAT expects all suppliers and delivery partners to:

- respect our international relationships by avoiding any involvement in political activity in the host country, including participation or membership of any pressure group, political party, or other political or lobby organisation.