Supplier Code of Conduct

Maddocks
Our Expectations and Commitment

Maddocks is committed to conducting its business with the highest ethical standards, and in accordance with all applicable laws and regulations. We expect our Suppliers to share this commitment.

This Supplier Code of Conduct (Code) outlines the minimum ethical standards and business practices that we expect from our Suppliers. We also expect Suppliers to take reasonable steps to ensure that their own suppliers and sub-contractors, who are involved in the provision of products or services to Maddocks, understand and comply with the minimum standards in this Code.

In this Code, Supplier means any organisation or individual that provides a product or service to Maddocks or its associated entities.
People

Employment Conditions

Wages and benefits

Suppliers must ensure that all employees are provided with written and understandable information about their employment conditions including wages, benefits and entitlements.

We expect our Suppliers to comply with all applicable laws and industry regulations in respect of working hours, wages, superannuation, benefits and leave entitlements.

Workplace Health and Safety

We expect our Suppliers to be fully aware of and abide by their obligations under applicable health and safety legislation, regulations and standards, and to have in place an internal policy to ensure compliance with such obligations.

We expect that workers are provided with safe and healthy working environments at all times, and that regular health, safety and wellbeing training is provided to all workers.

Diversity and Inclusion

Diversity and inclusion are a part of our values and how we do business. They are a fundamental element to our strategy and success as a firm. As a law firm, we are committed to protecting the right of equal treatment and opportunities. We also encourage all of our Suppliers to apply a diversity and inclusion lens to everything they do. We expect our Suppliers to treat all individuals equally and with respect.

Our Suppliers are required to ensure no discrimination in hiring, compensation, access to training, development opportunities, promotion, termination or retirement based on cultural background, national origin, religion, age, disability, gender, marital status, sexual orientation or political affiliation.

Suppliers should also have policies for implementing and monitoring applicable laws prohibiting such unlawful acts and practices.

Suppliers should promote and maintain an inclusive and respectful workplace that is free from harassment (including sexual harassment), bullying, occupational violence and victimisation.

Suppliers must have in place a policy or strategy that includes gender equality and indigenous inclusion principles and must have in place programs and initiatives that promote diversity.

Modern Slavery

Our most recent Modern Slavery Statement can be found on the Government Register. We are continually working towards ensuring that our policies and procedures are in compliance with the requirements for a reporting entity under the Modern Slavery Act 2018 (Cth) (Act).

We expect our Suppliers to consider these requirements, even if they are not a reporting entity under the Act. We ask our Suppliers to examine their own supply chains regularly, to assess and highlight any areas that may be of high risk within their own supply chains in relation to slavery, trafficking, exploitation and forced labour.

Suppliers who identify or suspect a case of Modern Slavery in their supply chains, are asked to inform us as soon as possible, in order for us to consider the issue and formulate an appropriate response. Such responses may include engaging with the Supplier to remediate the harm, ceasing business with the Supplier and/or involving law enforcement.
Anti-Bribery and Corruption

We are committed to preventing bribery and corruption. We have an anti-bribery policy designed to prevent employees and those performing services on our behalf, from paying or receiving bribes. We expect anyone providing services to or seeking business from us, will have similar policies in place.

If a Supplier has a conflict in the provision of products or services to us because of an outside interest or relationship, we expect them to disclose that to us.

Suppliers must not offer to any of our partners or employees, any gift or hospitality which is of such value that it might have the effect of improperly influencing their decisions.

Economic Sanctions

Suppliers must comply with all applicable sanctions laws, and must not knowingly include in their supply chain any products or services sourced from sanctioned persons, countries or organisations.

Corporate Social Responsibility – Environment and Sustainability

We have an ongoing commitment and responsibility to create a sustainable future for the communities in which we operate and the environment in which we live. We encourage our Suppliers to have a greater focus on initiatives in areas of community, environment, general welfare and human rights.

Suppliers must ensure an understanding and commitment to the long term environmental and social impact they have, whilst complying with any relevant laws, standards and industry practices.

Suppliers must maintain an environmental management plan appropriate to their business, which identifies the Supplier’s material environmental impacts (such as electricity and gas consumption, travel emissions, water consumption and waste and recycling production) and actions to reduce those impacts.
Confidentiality and Privacy

Confidentiality is a fundamental element to the work we do as a law firm. We have professional obligations of confidentiality to maintain and comply with, and as our Supplier, we ask that you understand how significant confidentiality is to our business. Suppliers must implement safeguards to ensure that access to our confidential information is appropriately restricted.

Suppliers must comply with all applicable privacy laws, and with Maddocks Information Security Policy.

Suppliers must take all reasonable steps to protect the security and integrity of their systems, networks, databases and storage devices to minimise the risk of a cyber-attack and/or data breach affecting our information. In the event of a cyber-attack or data breach, all Suppliers are required to report such event to Brad Kay, Chief Information Officer, via email at brad.kay@maddocks.com.au, within a reasonable amount of time, no longer than 72 hours from the incident occurring.

Suppliers will not advertise any relationship with us (including the use of our logo) without our written consent.

Compliance

Suppliers must:

- Monitor compliance with this Code;
- Notify us as soon as reasonably practicable of any actual or suspected breach;
- Take prompt and reasonable steps to address, remedy and prevent repetition of any breach; and
- On request, provide Maddocks with evidence of compliance with this Code.

Implications for non-compliance

Non-compliance with this Code and a failure to remedy or prevent repetition, may lead to:

- Termination of contract; or
- Loss of future work.

Further Information

If you would like to raise a concern or have further questions about this Code, please contact Catherine Saliba, Chief Operating Officer, via email at catherine.saliba@maddocks.com.au.