



Calvary Business Partners' Criteria

Introduction

Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. We are responsible for over 12,000 staff and volunteers, 15 Public and Private Hospitals, 17 Retirement and Aged Care Facilities and a national network of Community Care Centres.

Our Vision as a Catholic Health, Community and Aged Care provider, is to excel and to be recognised as a continuing source of healing, hope and nurturing to the people and communities we serve. Based on our core values Calvary intends to achieve this by being ethical, amongst other initiatives, in its business practices and working with business partners, who share similar standards. This includes a commitment to being aware of and improving safety, health and environmental and social performance and encouraging learning and development through cooperation with those with whom we do business.

The **Calvary Code of Business Practice** states:

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.

- We seek, evaluate and select business partners impartially on the basis of objective factors including productivity, quality, delivery, price and reliability, as well as commitment to the highest ethical standards; including care of the environment and compliance with International Labour Standards and National Legislation.
- We inform our business partners of our commitments and expect them to adhere to our policies.

This document is intended to support the implementation of Calvary's policies with regard to business ethics, ethical sourcing, social, safety, health and environmental performance, by providing brief explanations of the Group's basic expectations of its business partners.

Calvary is obligated under the [Modern Slavery Act 2018 \(Commonwealth\)](#) to report on the risks of modern slavery in Calvary's operations and supply chains and the actions being taken to address those risks.

The criteria listed in the following paragraphs is based on the **Calvary Ethical Sourcing Policy**, which is in turn drawn from international guidelines supported by the Group including:

- [Universal Declaration of Human Rights](#)
- United Nations Guiding Principles on Business and Human Rights
- [The Ten Principles of the UN Global Compact](#)

- [International Labour Organization’s Declaration on Fundamental Principles and Rights at Work](#)
- United Nations Women’s Empowerment Principles
- United Nations Sustainable Development Goals
- [Rio Declaration on Environment and Development](#) and
- [United Nations Convention Against Corruption](#).

General requirements

Business partners, including suppliers, subcontractors, joint venture partners, agents and distributors shall be made aware of the Calvary’s commitments and expectations in accordance with the **Calvary Code of Business Practice** and the **Calvary Ethical Sourcing Policy**. If suppliers use subcontractors for the production of Calvary’s products or services, it is the responsibility of that supplier to ensure that all subcontractors throughout the whole supply chain comply with these requirements. If requested, the supplier shall inform Calvary which subcontractors they use.

Business partners must, in all its activities, follow the national laws and regulations applicable to their operations and employment in the countries in which they operate. Should any criteria in this document conflict with the national law in any country or territory, then whichever is the higher standard is to be followed.

Checklist of Red Flag Issues

Business partners must fully comply with all issues that are marked with a red flag when they sign the compliance statement, in order to do business with Calvary. Calvary will strictly monitor and follow up on red flag issues through surveys and audits. Calvary will review business relations if violations are detected and business partners will be immediately requested to adapt or change to meet the criteria.

1. *Elimination of all forms of forced and compulsory labour (GC 4, ILO 29)*

Business partners must not have any forced or involuntary labour. It is not tolerated in any form. This includes any work or service extracted from a person under the threat of penalty and for which the person has not offered himself or herself voluntarily, or employees who have had to deposit money or original documents such as passports, education certificates and the like, during their employment.

Calvary does not practice, condone, or knowingly source from suppliers involved in slave trade/ human trafficking, the exploitation and the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs. Suppliers shall show that they are committed to respecting and supporting the globally recognised declarations, principles and goals.

2. *Rejection of child labour (GC 5, ILO 138)*

Calvary does not accept child labour. Business partners have to take necessary preventive measures to ensure that they do not employ anyone below the legal age of employment. This means that unless local law stipulates a higher age limit, no person younger than the age for completing compulsory education or younger than 15 (or 14 where permitted by ILO convention No. 138) may be employed. For authorized minors, management is responsible for providing working conditions, hours of work and wage appropriate for his or her age in compliance with applicable local law as a minimum. The minimum age for hazardous work is 18 years. Companies are encouraged to support and help design educational/ vocational training, and counselling programmes for working children, and skills training for parents of working children.

3. *Integrity (GC 10, OECD 9)*

Business partners have to work against all forms of corruption, including extortion and bribery. There can be no use of false documents or other illegal practices or use of undeclared production units or suppliers. We require a cooperative management, free access to premises, including manufacturing facilities. Business partners have to confirm their commitment to fair competition and agree not to enter into discussions or agreements with competitors concerning pricing, market sharing or other similar activities.

Minimum expectations

Calvary strongly encourages business partners to adhere to the social, business ethics and environmental criteria listed below. Business partners may sign the compliance to this document if they are in the process of meeting these requirements and are willing to set up an action plan with Calvary commensurate with the requirements of the [Modern Slavery Act 2018 \(Commonwealth\)](#).

Business partners who are proactive in implementing or those who already have met these criteria will be considered for preferred partnerships.

Social and business ethics performance

4. Support and respect of human rights (GC 1 and GC 2)

Business partners have to support and respect the protection of human rights. They have to be able to confirm that they are not complicit in human rights abuses and they comply with the main international ethical guidelines supported by Calvary.

For example, if requested by Calvary, business partners who provide equipment with parts, products or raw materials that contain one or more 'conflict minerals' and source from the Democratic Republic of Congo or the nine countries surrounding it, must be willing to cooperate to conduct due diligence as per the requirements of the [Due Diligence Guidelines](#) recommended by [the Security Council Committee](#) established pursuant to [Resolution 1533 \(2004\) concerning the Democratic Republic of the Congo](#).

5. Elimination of discrimination with respect to employment and occupation (GC 6, ILO 111)

Business partners must support equal opportunities, fairness and diversity and ensure that all employees are treated strictly according to their abilities and qualifications in any employment decisions, regardless of race, religion, gender, age, nationality, disability, personal relationship, union membership and/or political opinion.

6. Safe and healthy working environment, factory conditions and housing (ILO 115)

Business partners are required to make employee's safety a priority at all times. Premises/factory conditions have to be such that workers can perform their functions in a safe and healthy environment, including fire prevention. To minimize risks, there should be appropriate policies to safeguard this, provide training and give responsibility to appropriate people. Facilities for employees should be such that individuals' dignity and hygiene are safeguarded. Business partners should take appropriate action to ensure safety and prevent accidents and illnesses resulting from workplace conditions, on behalf of their employees. This includes availability of first aid equipment, for example.

7. Freedom of association and the effective recognition of the right to collective bargaining (GC 3, ILO 87)

Business partners have to confirm that their workers are free to communicate openly with management to resolve workplace and compensation issues. Employees have the right to choose whether or not to be

represented by trade unions for the purpose of collective bargaining. No discrimination should be directed at any employee exercising such rights.

Environmental performance

8. Initiatives to promote greater environmental responsibility (GC 8, OECD 5)

Business partners should ideally have an Environmental Management System or, as a minimum, be committed to developing an environmental policy or system, which ensures continuous improvement of their own environmental performance.

9. A precautionary approach to environmental challenges and the development and diffusion of environmentally friendly technologies (GC 7 and 9, OECD 5)

Business partners must conduct their business so that the environment is preserved, including water use and waste water treatment. When developing products and services, suppliers should address and minimize the negative environmental effects that the products and services may have when being manufactured, distributed and used, as well as during their disposal. Business partners should confirm their willingness to encourage the development and promotion of environmentally friendly technologies in products, processes and design.

10. Compliance with Calvary Prohibited and Declarable lists

Calvary's Prohibited list identifies chemical substances not to be used in products delivered to Calvary or in production processes. The Restricted and Declarable list contains chemical substances whose use shall be limited, and content of listed substances in items delivered to Calvary must be declared. Conflict minerals are also included in the Restricted and Declarable list, see point 1 for clarification. Business partners must confirm their compliance with these lists.

Chemical containers must be properly labelled and safely stored. A safety data sheet (SDS) or similar should be available and the instructions in the SDS should be followed.

Compliance and follow-up

Calvary requires their business partners to maintain adequate documentation to demonstrate their compliance with the above-mentioned criteria or demonstrate the intention and willingness to comply with these criteria. Such an intention could be demonstrated by establishing and submitting an action plan to describe the steps being taken by the supplier, and any entity that the supplier owns or controls, to assess and address risks of modern slavery practices, including due diligence and remediation processes.

As a condition of doing business with Calvary, business partners and their subcontractors must authorize Calvary and its designated agents (including third parties) to perform audits.

Declaration

The supplier has read and understood this document based on the **Calvary Code of Business Practice** and is committed to fully comply with the requirements for all red-flag issues and conditionally to comply with Calvary's minimum expectations.

The supplier has attached the relevant documents and/or action plans to describe the steps being taken by the supplier to meet the requirements.

Company: _____

Name & Position _____