

# UNICEF Australia Procurement and Supplier Management Policy

## 1. Policy Statement

At UNICEF Australia, we believe that every procurement and supplier management decision is an opportunity to advance our purpose: to improve the lives of children, especially the most vulnerable and disadvantaged.

This policy sets out the principles our People must follow when procuring goods and services and managing suppliers. These principles reflect our values — including transparency, fairness, ethical and sustainable sourcing, and a commitment to diversity, equity and inclusion.

We expect our People to uphold these principles in every procurement and supplier management activity. Your accountability in applying this policy is essential to achieving the best available outcomes for children, our organisation, and the communities in which we operate.

## 2. Purpose

This policy's purpose is to set out the principles our People must follow when procuring goods and services and managing suppliers to seek to attain the best available outcomes.

## 3. Application

**Our People:** This policy applies to all our people, including all our directors, employees, independent contractors, consultants, workers supplied by labour hire firms, interns, secondees, volunteers, work experience students and any other person working within our organisation.

We refer to those people as our **People** throughout this policy.

Further, throughout this policy:

- **we, us** or **our** refer to the Australian Committee for UNICEF Australia Limited, which is also known as UNICEF Australia; and
- **you** and **your** means each of our People.

**Our procurement:** This policy applies to all services and good we procure, regardless of whether the services or goods are procured from a company, individual consultant or independent contractor, other than directly in respect of our domestic activities or international programs.

For example, it does not apply where we engage a university to undertake research as part of our domestic activities and it does not apply where we engage with a UNICEF Country Office to implement a directly supported program.

**Compliance:** Subject to the following paragraph, you must comply with the principles set out in this policy. Non-compliance with this policy and the implementing procedures is a serious matter which may result in termination of your employment or other engagement with us.

**Exemptions:** In certain circumstances it may be necessary to provide an exemption from the policy. For example, in an emergency or when a situation is time critical. In such cases, procurement will still be carried out in the spirit of the principles set out in this policy, noting particularly with respect to ensuring child safeguarding and prevention from sexual exploitation and abuse, and avoiding dealing with sanctioned persons. Any exemption from this policy must be discussed in advance, approved by the CEO and Director of Finance and recorded on the Policy Exemption Register.

## 4. Governing Principles

The following principles govern our procurement and supplier management activities to seek to achieve the best available outcome for our stakeholders. At times, applying these principles may require choices to be made between those principles and between impacted stakeholders.

For this reason, the Procurement and Supplier Management Procedure includes processes to assist in identifying and assessing those choices and elevating decision-making regarding them to our senior leaders.

#### **Alignment with vision and strategy**

All procurement and supplier management supports the achievement of our organisational vision and strategic goals, including safeguarding our reputation.

#### **Transparency**

Our People involved in procurement and supplier management avoid actual, potential or perceived conflicts of interest or duty and disclose those conflicts in accordance with our Conflicts of Interest Policy so any conflicts may be appropriately avoided or managed.

We conduct procurement in a way that is fair and, where we issue a Request for Proposal, we ensure it includes clear selection criteria.

#### **Fitness for purpose**

We seek to ensure all services and goods we procure are fit for purpose in terms of their functionality, quality and reliability. We seek to ensure all suppliers we deal with provide timely delivery and are responsible to any queries, issues or complaints.

#### **Value for money**

We seek to achieve value for money within our budget, including all initial, ongoing and other fees.

### Ethical and sustainable sourcing

We support ethical and sustainable procurement and supplier management. Preference may be given to suppliers who demonstrate ethical labour practices, lower environmental impact and other environmental responsibility, and social impact as part of achieving the best available outcome.

### Diversity, equity and inclusion

We support diverse, equitable and inclusive procurement and supplier management. Preference may be given to diverse suppliers as part of achieving the best available outcome, including, suppliers that are Indigenous-owned or women-owned businesses, or businesses owned by people with disabilities.

### Legal compliance

We require our suppliers to comply with all applicable laws including laws prohibiting exploitation or abuse of children, sexual exploitation or abuse of any person, financial crimes such as bribery, other corruption, money laundering and terrorist financing, and unethical labour practices such as modern slavery.

### Opportunity and risk management

Material opportunities associated with procurement and supplier management – including cost savings, better service and reduced environmental impact – are identified and assessed.

Material risks associated with procurement and supplier management —including financial, reputational, operational, and legal—are identified and assessed.

### Accountability

We monitor the services or goods procured and the supplier's performance and hold the supplier accountable for failures to meet its material contractual obligations.

### Record keeping

We retain records of our material procurement and supplier management processes in accordance with the Procurement and Supplier Management Procedure so we can demonstrate that we have followed the procedure and thereby implemented these principles.

## 5. Responsibilities

Role	Responsibility
<b>Our People</b>	Ensuring you understand and apply this policy to all the procurement and supplier management in which you engage.
<b>Board</b>	Reviewing, and if it thought fit, approving this policy and any amendments to it other than minor amendments.
<b>Our Audit and Risk Committee (ARC)</b>	Reviewing, and if it thought fit, recommending this policy to the Board for approval, along with any amendments to it other than minor amendments. Overseeing UNICEF Australia's implementation of this policy.
<b>Our Executive Leadership Team</b>	Reviewing, and if it thought fit, endorsing this policy and any material amendments to it for the ARC's approval. Setting the "tone from the top" in relation to the way in which UNICEF Australia engages in procurement and supplier management.
<b>Our Senior Leadership Team</b>	Monitoring this policy's implementation within their respective Function, Department or Team and, where less than full implementation is identified, taking all necessary steps to return their respective Function, Department or Team to full implementation within a reasonable time.
<b>Our Director of Finance</b>	Approving minor changes to this policy.

Role	Responsibility
	Providing our People with training and other resources to enable them to understand their responsibilities with respect to this policy.
<b>Our Head of Governance and Legal</b>	Monitoring this policy against developments in relevant law and community expectations and recommending changes to this policy to the Director of Finance from time to time  Providing guidance in relation to this policy's application.

## 6. Policy Implementation

Our Procurement and Supplier Management Procedure sets out the steps our People must take for all procurement and supplier management whether from a third-party supplier, individual consultant or independent contractor other than that directly related to a domestic partnership. For domestic partnerships, please refer to our Domestic Partnerships Assessment Framework.

Policy implementation is supported by education and awareness training for our People via UA People Learning, with recordings of training and training slide packs available. Other supporting materials are also available from the Procurement and Supplier Management intranet page.

## 7. Guidance

The concepts and rules set out in this policy reflect the breadth of the services and goods we procure and the suppliers we manage. If you are unsure how to apply any of them, please contact the Head of Governance and Legal for guidance.

## 8. Associated Policies and Procedures

- Procurement and Supplier Management Procedure
- Anti Money Laundering, Counter Terrorism, Sanctions and Development Policy
- Authority Matrix
- Fraud, Corruption and Bribery Policy
- Code of Conduct
- Conflict of Interest Policy
- Child Safeguarding and Protection from Sexual Exploitation and Abuse Policy
- Domestic Partnerships Assessment Framework
- Diversity, Equity & Inclusion Policy