



# **Australian Afghan Hassanian Youth Association Inc Ethical Procurement Policy**

Table of contents

<b>1. Purpose</b>	<b>1</b>
<b>2. Who does this ethical procurement policy apply to?</b>	<b>1</b>
<b>3. Review</b>	<b>1</b>
<b>4. Scope</b>	<b>1</b>
<b>5. Minimum Standards</b>	<b>1</b>
<b>6. Socially Responsible Working Conditions</b>	<b>1</b>
<b>7. Responsible Environmental Management</b>	<b>2</b>
<b>8. Ethical and transparent business dealings</b>	<b>2</b>
<b>9. Due diligence by AAHYA</b>	<b>2</b>
<b>10. Training and awareness</b>	<b>2</b>
<b>11. Updates to this ethical procurement policy</b>	<b>3</b>

## **1. Purpose**

The Australian Afghan Hassanian Youth Association Inc (**AAHYA**) is committed to making ethical and responsible procurement and purchasing decisions.

This policy sets out the standards that AAHYA is committed to, and that AAHYA will take into consideration in selecting suppliers of goods or services to AAHYA (**Suppliers**).

## **2. Who does this ethical procurement policy apply to?**

This ethical procurement policy applies to all members of AAHYA's Committee of Management (**Committee**), all AAHYA employees, volunteers, contractors and consultants (**Personnel**).

## **3. Review**

This ethical procurement policy will be reviewed every three years by the Committee.

## **4. Scope**

- (a) This ethical procurement policy applies to all stages of AAHYA's supply chain.
- (b) AAHYA seeks to appoint Suppliers in accordance with this ethical procurement policy.

## **5. Minimum Standards**

This ethical procurement policy sets out the minimum ethical standards that AAHYA is committed to meeting in its selection of Suppliers.

## **6. Socially Responsible Working Conditions**

AAHYA supports socially responsible working conditions and seeks to appoint Suppliers who support socially responsible working conditions by:

- (a) supporting and respecting the protection of human rights;
- (b) ensuring they are not complicit in any human rights abuses;
- (c) providing a safe and hygienic work environment and taking steps to prevent accidents and injury to health occurring in the course of work;
- (d) complying with all workplace health and safety laws;
- (e) not using any forced, bonded or involuntary labour;
- (f) not using any child labour, which may be defined as work that deprives children of their childhood, their potential and their dignity;
- (g) complying with all laws regarding working hours, wages and entitlements;
- (h) providing a workplace that is free from harassment and bullying;
- (i) not discriminating based on a person's race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin or any other legally protected status;
- (j) not using physical abuse or discipline or any other form of intimidation; and

- (k) upholding the freedom of association and the effective recognition of the right to collective bargaining.

## **7. Responsible Environmental Management**

AAHYA supports responsible environmental management and seeks to appoint Suppliers who ensure responsible environmental management by:

- (a) complying with all applicable environmental laws that are designed to protect the environment;
- (b) obtaining, maintaining and complying with all required environmental permits, approvals and registrations;
- (c) identifying the impacts of operations on the environment, and implementing controls to minimise the impacts of operations on the environment;
- (d) sourcing goods and services which have a minimal impact, or no impact on the environment; and
- (e) where possible, sourcing and using recycled materials.

## **8. Ethical and transparent business dealings**

AAHYA conducts its business relationships in an ethical and transparent manner, and seeks to appoint Suppliers who carry on their businesses in a similar manner including through:

- (a) engaging professionally and ethically in all transactions, including by performing all duties with integrity and keeping, and providing to relevant parties, transparent documentation and records;
- (b) addressing all actual, potential or perceived conflicts;
- (c) not engaging in any acts of bribery or corruption; and
- (d) protecting whistleblower confidentiality and protecting employees against adverse employment consequences as a result of them disclosing misconduct or wrongdoing.

## **9. Due diligence by AAHYA**

AAHYA will undertake due diligence in relation to its most significant Suppliers on an ongoing basis to ensure that AAHYA remains in compliance with this ethical procurement policy.

## **10. Training and awareness**

- (a) This ethical procurement policy will be used in AAHYA's training and induction programs for relevant Personnel, based on roles and responsibilities.
- (b) AAHYA will communicate the requirement of this ethical procurement policy when it engages with its Suppliers and potential Suppliers.

**11. Updates to this ethical procurement policy**

<b>Version</b>	<b>Date approved by Committee</b>	<b>Summary of changes</b>
Version 1.0	March 2021	Original publication.