



cirka

**SUPPLIER
CODE OF
CONDUCT**



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**Cirka is committed
to conducting
business with
integrity, fairness,
and respect for
people & the planet.**

This Supplier Code of Conduct outlines the minimum standards we expect from all suppliers, subcontractors, and service providers in relation to legal compliance, human rights, health and safety, ethical business practices, and environmental responsibility. These expectations reflect Cirka's core values and commitment to responsible procurement.

What Suppliers can expect from Cirka

When working with Cirka, you can expect that we will:

- Comply with all applicable laws and regulations, policies and practices.
- Act with integrity and transparency, ensuring fairness and respect for workers and communities.
- Prioritize health and safety, aiming for zero injuries and providing a safe work environment.
- Protect the environment by applying sustainable practices and managing waste responsibly.
- Support our communities by engaging with local Australian suppliers and contributing to the local economy.
- Collaborate with suppliers to address ethical, safety, or sustainability issues and mitigate risks in the supply chain.

"Working with Cirka through the evolution of Collins Square has been an easy partnership. They are always on hand to assist and go beyond what is required. They bring innovative solutions and the entire team really believes in delivering a first-class service solution with a difference."

**Chris White, National Portfolio
Manager Walker Corporation**

Expectations for Suppliers

We expect our suppliers to commit to the highest ethical and professional standards. When conducting business with Cirka, you should:

Legal and Ethical Compliance

- Conduct business honesty, integrity, transparency, and fairness, avoiding bribery, corruption, or improper payments.
- Adhere to all relevant laws, regulations, and industry standards in operations and supply chain.
- Not engage in any form of corruption, bribery, extortion or fraud.
- Disclose and manage any conflicts of interest that may arise in dealings with Cirka.
- Respect and protect any confidential, commercially sensitive, or proprietary information obtained through your work with Cirka. Suppliers must not disclose or misuse this information and must implement measures to safeguard it.
- Establish or maintain a grievance mechanism or whistleblower process to allow employees to report concerns without fear of retaliation.

Labour and Human Rights

Suppliers must uphold fundamental human rights, including:

Labour and Human Rights

- Treat all workers with dignity and respect, ensuring fair wages and benefits.
- Ensure workers are employed voluntarily and receive all legally required entitlements (e.g. superannuation, leave)
- Provide reasonable working hours, regular breaks, and lawful overtime pay.
- Ensure safe, hygienic working conditions and lawful employment practices.
- Uphold the right of employees to associate freely, including forming or joining unions or other organisations they choose.
- Comply with relevant wage, hour, and insurance laws.

- Diversity, Inclusion and Non-Discrimination
 - Suppliers must not discriminate against any worker based on age, disability, ethnicity, gender, marital status, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by applicable law.
 - Suppliers are encouraged to foster inclusive workplaces that promote equal opportunity in hiring, promotion, and treatment of workers, and to actively support diversity across their operations.

Modern Slavery and Forced Labour

- Prohibit any form of modern slavery, including forced, bonded, or indentured labour, and human trafficking.
- Comply with the Modern Slavery Act 2018 and similar legislation.
- Conduct due diligence to identify and address risks of exploitation or unethical labour practices within operations and supply chains.

Child Labour and Young Workers

- Suppliers must not engage in child labour and must not employ people who are below the legal working age in the country or legal jurisdiction in which they operate.
- Suppliers may offer legitimate workplace apprenticeship programs for educational purposes, provided they align with applicable International Labour Organization (ILO) standards.

Health, Safety, and Wellbeing

Suppliers must:

- Provide a safe, healthy, and hygienic working environment in compliance with relevant legislation.
- Comply with all occupational health and safety laws.
- Provide appropriate personal protective equipment (PPE) and training.
- Track, report, and investigate workplace incidents and hazards.



Environmental Responsibility

- Suppliers are expected to:
- Comply with environmental laws and regulations applicable to your operations.
- Minimize environmental impacts and maintain environmentally responsible policies and practises.
- Pursue continuous improvement of environmental practices, technologies, and systems.

Subcontracting and Supply Chain Transparency

Suppliers are expected to:

- Conduct due diligence to ensure your own suppliers and subcontractors meet these standards.
- Do not subcontract any work related to Cirka without written approval.
- Prioritise the use of ethical and environmentally sustainable products.
- Cooperate with Cirka in risk assessments and audits related to labour and modern slavery risks.

Monitoring, Audits, and Corrective Action

Suppliers must:

- Cooperate with Cirka's audits, inspections, or self-assessments to verify compliance.
- Provide access to relevant documentation and facilities.
- Develop and implement corrective action plans promptly in the event of non-compliance.

Implications of Non-compliance to the Code

Non-compliance with this Code may result in:

- Termination of contract.
- Suspension of business relationship.
- Removal from preferred supplier lists.
- Reporting to relevant authorities, where appropriate.

ACKNOWLEDGMENT AND CONTINUOUS IMPROVEMENT

By entering a business relationship with Cirka, suppliers acknowledge and agree to comply with this Code. Cirka is committed to working collaboratively with suppliers to build capacity, support continuous improvement, and drive best practices in ethical sourcing.

"The company is very much family oriented and they really look after their cleaners."

**Maria Madrid,
Victoria Portfolio Manager
Cirka**



Thank you.
cirka