

# Code of Conduct for Suppliers and Outsourced Service Providers

1. Hong Kong Baptist University (“the University”) is committed to financial probity and accountability in its purchasing activities. The University expects its suppliers to act in ways consistent with the following key principles:
  - Value for money principle
  - Ethical principle
  - Anti-slavery principle
  - Workers’ equivalent rights principle
  - Environmental sustainability principle
2. The University establishes policies and procedures which set out the expected behaviours of its staff when they perform any purchasing activities, while the Code of Conduct for Suppliers and Outsourced Service Providers (“Code”) sets out the behaviours expected for its suppliers and outsourced service providers, collectively referred hereinafter as suppliers.
3. The University should engage suppliers who share the same principles of this Code and who are willing to work collaboratively to achieve shared goals. The University also prefers suppliers who take responsibility to work with their downstream suppliers to implement these principles in successive layers of its supply chain network. The commitments of suppliers to the Code will contribute to their success in securing the University’s procurement decisions.
4. Apart from upholding the principles set out in the Code, the University expects all suppliers to comply with relevant laws and regulations applicable in their jurisdictions at all times.

## Value for Money Principle

5. The University seeks the best value for money from its suppliers, taking into account not only the monetary cost of supply but also quality and service. It welcomes suppliers who are
  - being transparent about the total cost of ownership;
  - committed to efficiency and continuous improvement in their business operations;
  - and
  - willing to make clear service commitments.

## **Ethical Principle**

6. The University expects its suppliers to operate in an ethical and accountable manner as follows:
  - behave professionally, respectfully, fairly and honestly in all dealings with the University, its staff and students, and when providing any services to or on behalf of the University;
  - ensure that any actual or perceived conflicts of interest are promptly reported to the University;
  - not engage in anti-competitive conduct;
  - not engage in any acts of fraud, bribery or corruption, as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) and/or relevant laws and regulations in the suppliers' jurisdictions;
  - protect confidential and sensitive information relating to the University; and
  - handle personal information appropriately, including in accordance with any applicable legislative requirements and contractual terms.

## **Anti-slavery Principle**

7. Please refer to the details stipulated in the Policy on [Anti-Slavery and Equivalent Rights for Outsourced Workers](#).

## **Workers' Equivalent Rights Principle**

8. Please refer to the details stipulated in the Policy on [Anti-Slavery and Equivalent Rights for Outsourced Workers](#).

## **Environmental Sustainability Principle**

9. The University is committed to the principles of environmental sustainability and is working actively towards reducing the environmental footprint of the University's operations through responsible consumption of resources, management and minimisation of waste, as well as reducing the risk of pollution from its activities.
10. The University prefers to work with suppliers that share the same commitments and goals, including those who:

- comply with all applicable laws and regulations relating to environmental protection;
- implement policies and practices directed to improving sustainability, such as implementation of a certified environmental management system or product stewardship programs;
- adopt sustainable and energy efficient initiatives where possible;
- utilise re-conditioned or recycled components, and minimise packaging as far as practicable; and
- are able to provide evidence of its environmental policies and sustainability practices upon University's requests.

11. For details of various policies relating to sustainability, please refer to the HKBU Sustainability Website > What You Can Do > Sustainability Policies, Guidelines and Regulations.