

SUPPLY CHAIN & PROCUREMENT

Supplier Code of Conduct

Policy | PUR-POL-001 | Version 1.0

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Version	1.0
Document owner	Rhiannon Frankas, Director
Approver	Daniel Frankas, Managing Director
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Review date	19 July 2028 or earlier following material change
Status	For approval and website publication

MISCO expects suppliers to act lawfully and honestly, protect workers, prevent exploitation, manage environmental and safety risks, and supply accurate products and records.

1. Purpose

Set minimum ethical, labour, safety, environmental, quality and integrity expectations for suppliers and subcontractors.

2. Scope

Suppliers, manufacturers, distributors, processors, agents, transport providers and contractors supplying goods or services to MISCO.

3. Policy statement and commitment

MISCO expects suppliers to act lawfully and honestly, protect workers, prevent exploitation, manage environmental and safety risks, and supply accurate products and records.

4. Mandatory requirements

- Comply with applicable labour, wage, working time, discrimination, safety, environmental, privacy, sanctions, trade and anti-corruption laws.
- Prohibit forced labour, trafficking, debt bondage, deceptive recruitment and unlawful child labour.
- Provide safe work, lawful conditions, freedom from harassment and accessible grievance channels without retaliation.
- Do not offer bribes, secret commissions or improper benefits and disclose conflicts affecting MISCO business.
- Meet agreed specifications, traceability and documentation requirements and notify MISCO before material changes or substitutions.
- Protect MISCO, customer and third-party confidential information and intellectual property.
- Manage waste, pollution and resources responsibly and provide evidence for environmental claims.

- Flow relevant requirements to subcontractors and cooperate with proportionate information, corrective-action or verification requests.

5. Implementation and operational controls

- Issue the Code with new or higher-risk supplier onboarding.
- Use risk-based self-assessment, document review or audit rights.
- Require timely containment and remediation of material breaches.
- Escalate severe, repeated or unremedied breaches, including possible suspension or termination.

6. Roles and responsibilities

Role	Responsibility
Directors	Approve the document, provide resources, set the expected standard and review material breaches or exceptions.
Managers and supervisors	Apply the requirements in daily work, communicate expectations, retain required records and escalate concerns.
Employees and contractors	Follow the document, complete required training, protect MISCO interests and promptly report suspected breaches.
Suppliers and business partners	Meet applicable contractual, ethical, safety, quality, security and legal requirements when acting for or supplying MISCO.

7. Reporting, complaints and escalation

Suppliers must notify MISCO promptly of material legal, ethical, quality, safety, security or supply-chain breaches affecting MISCO goods or services.

MISCO will assess concerns proportionately, preserve confidentiality as far as lawful and practicable, prevent retaliation, and refer matters to regulators, emergency services, insurers, professional advisers or law enforcement where required.

8. Monitoring and assurance

- The Document Owner will monitor relevant complaints, incidents, nonconformities, legal or standards changes, website accuracy and overdue actions.
- Material findings will be considered through management review, internal review or corrective action as appropriate.
- Public claims and linked downloads will be checked when evidence, certification, licensing, supplier, product, website technology or business practice changes.

9. Records and retention

Approvals, declarations, registers, reports, investigations, training, complaints, correspondence and other records created under this document must be accurate, protected, accessible to authorised personnel and retained under IT-POL-003 and applicable legal, contractual and evidentiary requirements.

10. Related MISCO documents

- PUR-POL-002 Procurement & Responsible Sourcing Policy
- QA-POL-003 Supplier Quality Assurance Policy

- COR-POL-001 Anti-Bribery and Corruption Policy

11. External references

- [Modern Slavery Act 2018 \(Cth\) and Australian Government reporting guidance](#)
- [Criminal Code Act 1995 \(Cth\), foreign bribery offences and Attorney-General's Department guidance](#)
- [Australian sanctions laws and Australian Sanctions Office guidance](#)
- [Environment Protection Act 2017 \(Vic\), Environment Protection Regulations 2021 \(Vic\) and EPA Victoria guidance on the general environmental duty](#)
- [Occupational Health and Safety Act 2004 \(Vic\) and Occupational Health and Safety Regulations 2017 \(Vic\)](#)

References were verified from primary or authoritative sources on 19 July 2026. Standards are identified but not reproduced; current licensed editions and legal advice should be consulted where exact requirements determine a decision.

12. Approval and review

Role	Name	Approval / signature	Date
Document owner	Rhiannon Frankas		
Approver	Daniel Frankas		

Review due 19 July 2028, or earlier following material legislative, regulatory, standards, certification, system, operational or organisational change.

Revision history

Version	Date	Change
1.0	19 July 2026	Initial controlled issue prepared for management approval and website publication.