



Supplier Code of Conduct

Parliamentary Service

This Code of Conduct sets out the standards and expectations that all suppliers must meet when providing goods and services to Parliamentary Service.

Health and safety

All suppliers, contractors, subcontractors, and their workers must demonstrate strong health and safety performance and must meet their legal obligations as a Person Conducting a Business or Undertaking (PCBU) under the Health and Safety at Work Act (HSWA) as well as all associated laws, codes of practice and regulations. This includes Parliamentary Service policies and procedures.

Suppliers must also:

- Consult, cooperate, and coordinate as a PCBU with Parliamentary Service to manage shared risks.
- Identify, assess, and control risks, ensuring workers are trained, competent, supervised, and certified where required.
- Provide and maintain safe equipment and appropriate PPE, and ensure workers are fit for work and free from impairment.
- Support mental health and psychosocial wellbeing, managing risks such as stress, workload, bullying, and harassment.
- Follow all site-specific requirements (inductions, permits, security, emergency procedures) and report incidents or notifiable events immediately, including notifying WorkSafe when required.

Security

Parliamentary Service suppliers must:

- fully comply with all New Zealand immigration and employment laws when engaging migrant workers, ensuring that only individuals with the legal right to work in New Zealand are employed. Suppliers must not breach immigration law, provide unlicensed immigration advice, or engage in practices that place migrant workers at risk.
- adequately protect any information, assets, tools and materials provided by Parliamentary Service and return these promptly when requested.
- ensure all personnel engaged in relation to the delivery of goods or working at Parliamentary Service sites always wear and display the required security access identification.

Privacy and Confidentiality

Parliamentary Service suppliers must safeguard all confidential, proprietary, and personal information obtained through their work, use it only for its intended business purpose, and prevent unauthorised access, disclosure, or misuse in accordance with applicable privacy and data protection laws.



Ethical behaviour

Parliamentary Service has zero tolerance for:

- any type of bullying, intimidating, aggressive, or threatening behaviour, verbal abuse, physical violence, harassment and sexual harassment, sexual misconduct, comments of a demeaning, racist, or sexist nature, whether any of these occur in person, online, or electronically.
- suppliers who are found to be under the influence of alcohol or any illicit drug at any Parliamentary Service location whilst conducting business.

Parliamentary Service expects its suppliers to:

- remain politically neutral whilst carrying out work and avoid conduct or activity that may harm the reputation of Parliamentary Service, a member of Parliament, or the parliamentary party-political offices.
- manage their activities and affairs, and conduct themselves, with integrity in accordance with applicable laws, regulations and ethical standards.
- not engage in any form of corruption.
- be transparent about their ethical policies and practices.
- declare any conflicts of interest.

Employment standards and human rights

Parliamentary Service suppliers must:

- ensure that all goods, materials, and services are sourced ethically by monitoring their supply chains, respecting labour and human rights, and addressing any identified issues, especially in situations where international supply chains are harder to oversee.
- comply with their obligations under, and report any instances where, the Supplier is being investigated by or been found to have breached any New Zealand employment laws, acts, standards and regulations.

Environmental sustainability

Parliamentary Service suppliers must conduct their operations in accordance with all applicable environmental laws and regulations, proactively work to reduce environmental impacts, and continuously improve environmental sustainability practices.

Corporate social responsibility

Parliamentary Service expects suppliers to act as responsible corporate citizens who positively contribute to the social, cultural, and economic fabric of New Zealand. In fulfilling these expectations, suppliers should:

- promote inclusive economic development through actively considering opportunities to engage with local businesses.
- maintaining workplaces free from discrimination and support diversity across gender, ethnicity, and occupation.
- contribute positively to communities, uphold fair labour practices, and demonstrate behaviours consistent with integrity, transparency, and good faith.