



# Koalaa Supplier Code of Conduct Policy

January 2025

## **Employees and Service Users:**

### **1. Respectful treatment**

1.1 Koalaa is committed to a workplace free from discrimination, harassment, or victimisation. We require all suppliers to uphold these principles within their own operations, ensuring respectful treatment of all staff and service users, in compliance with the Equality Act 2010.

### **2. Professional behaviour**

2.1 We expect our suppliers to invest in and nurture professional relationships with Koalaa, other suppliers, and all stakeholders involved. Suppliers must speak out against any actions or behaviors that compromise our values or threaten the success of a project due to poor governance or unfit contractual agreements.

### **3. Vulnerable users**

3.1 Suppliers involved in delivering services to vulnerable individuals must prioritise their dignity, safety, security, and well-being, treating them with the utmost respect and consideration at all times.

### **4. Human rights and employment law**



4.1 Suppliers must adhere to all applicable human rights and employment laws in their operating regions. This includes ensuring compliance within their supply chains, particularly concerning the Modern Slavery Act 2015.

## **5. Cyber Security**

5.1 Suppliers must protect the integrity and security of their data and systems, adhering to government standards and guidance on cyber security.

## **6. Sustainable Procurement**

6.1 Suppliers should support Koalaa in understanding and reducing environmental impacts and supply chain risks, including those related to raw material security.

## **7. Confidentiality**

7.1 Suppliers must protect sensitive information as per contractual obligations and legal requirements. Any confidential information accessed through their partnership with Koalaa must be handled with care and discretion.

## **8. Conflicts of Interest**

8.1 Suppliers must actively prevent real or perceived conflicts of interest. This includes not exploiting their position to disadvantage competition or create dependencies on their proprietary solutions.

### **Standards of Behaviour:**

## **9. Ethical behaviour**



9.1 We demand the highest ethical standards from our suppliers, their executives, employees, partners, and subcontractors. Suppliers are expected to enforce these standards through effective governance and auditing processes.

## **10. Counter Fraud and Corruption**

10.1 Suppliers must comply with anti-corruption laws, including the Bribery Act 2010 and anti-money laundering regulations. We expect proactive measures against fraud and corruption, with a zero-tolerance policy for any such activities discovered within their operations.

## **11. Policy Approval**

11.1 This policy has been approved by the directors of the company and is supported by senior management. All relevant staff are trained on the importance of this policy and their role in implementing and maintaining it.

A handwritten signature in black ink, appearing to read "Nate Macabuag", written over a horizontal line.

Approval: \_\_\_\_\_

Review Date: 20<sup>th</sup> January 2025

Nate Macabuag  
(Founder/Director)