

Singapore Management University (SMU) Sustainable Supplier Code of Conduct

1. Introduction

A premier university in Asia, the Singapore Management University (SMU) is internationally recognized for its world-class research and distinguished teaching. Established in 2000, SMU's mission is to generate leading-edge research with global impact and to produce broad-based, creative, and entrepreneurial leaders for the knowledge-based economy. SMU's education is known for its highly interactive, collaborative, and project-based approach to learning.

Home to over 12,000 students across undergraduate, postgraduate professional and postgraduate research programmes, SMU emphasizes rigorous, high-impact, multi- and interdisciplinary research that addresses Asian issues of global relevance. SMU faculty members collaborate with leading international researchers and universities around the world, as well as with partners in the business community and public sector. SMU's city campus is a modern facility located in the heart of downtown Singapore, fostering strategic linkages with business, government, and the wider community.

In line with its vision to become a leading global university and shape the future, SMU is committed to promote environmental and social responsibility in all our operations and practices. Sustainability is embedded across all aspects of campus life. Beyond its existing sustainability initiatives, SMU recognizes the impact of responsible and sustainable procurement. Our Supplier Code of Conduct ("Code"), together with our Sustainable Procurement Framework, serve to guide us in ensuring we make informed and responsible purchasing decisions to support SMU's overarching sustainability goals.

2. Application and Coverage



Our Supplier Code of Conduct ("Code") was introduced to outline our expectations for suppliers to align with our values and vision for sustainability. We expect our suppliers to have Ethical Business Conduct, Fair Workplaces and meet certain requirements with regards to Environmental Responsibility. The expectations detailed in this Code are intended to complement, not replace, any other legal, contractual, or regulatory obligations that suppliers must meet.

All suppliers and partners- including subcontractors- who provide goods and services to SMU are encouraged to commit to this Code. The Code will be sent to all applicable suppliers as part of the onboarding procedures. Suppliers are encouraged to actively support SMU's commitments and expectations outlined in the Code with transparency and collaboration.

SMU will consider the ability of suppliers to adhere to this Code and show continuous improvement when evaluating its procurement choices during tenders wherever possible, as aligned with our Sustainable Procurement Framework. When all other factors are equal among potential suppliers, preference will be given to those who can demonstrate a commitment to this Code. SMU may request that a supplier provide supplementary information during any phase in the procurement lifecycle.

SMU recognises the diversity of its suppliers and, where applicable, has outlined specific requirements tailored to different supplier types. In cases where no specific guidance is provided, the general requirements set out in this Code shall apply to all suppliers.

3. Sustainability Focus Areas

Summary of Sustainability Focus Areas	Section in the CoC/ Relation to UN SDGs
A. Ethical Business Conduct	
Business Ethics Suppliers are expected to uphold business integrity at all times	Business Ethics 
Anti-Corruption Suppliers are expected to actively combat corruption in all its forms, including bribery and fraud	Anti-Corruption 
Data Privacy and Security Suppliers are expected to handle and store personal data responsibly and securely	Data Privacy and Security 
B. Fair Workplaces	
Employee Health and Safety Suppliers are expected to maintain a safe and productive work environment for all	Employee Health and Safety  
Fair Labour Practices Suppliers are expected to treat its workers fairly and with respect	Fair Labour Practices 
Workplace Diversity and Inclusion Suppliers are expected to promote inclusive business practices	Workplace Diversity and Inclusion  
C. Environmental Responsibility	
Greenhouse Gas Emissions Suppliers should aim to minimize carbon and GHG emissions generated	Greenhouse Gas Emissions  
Ecological Impacts Suppliers are expected to minimise negative ecological and biodiversity impacts	Ecological Impacts  
Resource Management: Water and Waste Suppliers should ensure responsible water usage and waste management	Resource Management: Water and Waste 

General

Compliance With the Law

Suppliers are expected to adhere to all regulatory laws applicable to their operations in the jurisdiction of those operations. This includes, but is not limited to, laws relating to taxation, corruption, competition, data protection, labour and employment, health and safety, and the environment. Suppliers are expected to establish and maintain all relevant records in compliance with applicable laws.

Declaration of Conflict of Interest

Suppliers are expected to accurately declare and disclose any actual or potential perceived conflicts of interest¹

¹ Refer to Frequently Asked Questions for elaboration

Ethical Business Conduct

Business Ethics

Suppliers are expected to uphold business integrity at all times and in accordance with local laws, such as the Competition Act 2004² (Singapore) or the local equivalent in the country of operations.

Anti-Corruption

Suppliers are expected to

Individuals: Adhere to all relevant laws on anti-corruption, anti-bribery and anti-fraud, such as Prevention of Corruption Act 1960³ (Singapore) or the local equivalent in the country of operations

Small suppliers: Adhere to all relevant laws on anti-corruption, anti-bribery and anti-fraud such as Prevention of Corruption Act 1960 (Singapore) or local equivalent in the country of operations

Large suppliers: Adhere and establish formal policies to adhere to all relevant laws on anti-corruption, anti-bribery and anti-fraud such as Prevention of Corruption Act 1960 (Singapore) or local equivalent in the country of operations

Data Privacy and Security

Suppliers are expected to handle and store personal data responsibly and securely in line with SMU's Personal Data Protection Agreement⁴, and adhering with Personal Data Protection Act 2012⁵ (Singapore) or the local equivalent in the country of operations. In the event of any data breaches, the Supplier shall notify SMU promptly as per the SMU Person Data Protection Agreement.

Fair Workplaces

Employee Health and Safety

Suppliers are expected to

Individuals: Maintain a safe and productive work environment for all

Small suppliers: Manage occupational health and safety hazards in order to maintain a safe and productive work environment for all

Large suppliers: Establish procedures to actively identify and manage occupational health and safety hazards in order to maintain a safe and productive work environment for all

Fair Labour Practices

Suppliers are expected to treat its workers fairly and with respect in accordance with all relevant labour standards

Workforce Diversity and Inclusion

Suppliers are expected to

Individuals: Promote inclusive business practices and adhere to relevant laws such as Workplace Fairness Bill 2025⁶ (Singapore) or the local equivalent in the country of operations

Small suppliers: Ensure equal workplace and hiring practices and adhere to relevant laws

² <https://sso.agc.gov.sg/act/ca2004>

³ <https://sso.agc.gov.sg/Act/PCA1960>

⁴ <https://www.smu.edu.sg/personal-data-protection-statement>

⁵ <https://sso.agc.gov.sg/Act/PDPA2012>

⁶ <https://sso.agc.gov.sg/Act/WFA2025/Uncommenced/20250304073414?DocDate=20250213>

such as Workplace Fairness Bill 2025 (Singapore) or the local equivalent in the country of operations

Large suppliers: Establish formal diversity and inclusion policies and adhere to relevant laws such as Workplace Fairness Bill 2025 (Singapore) or the local equivalent in the country of operations

Environmental Responsibility

Greenhouse Gas (GHG) Emissions

Suppliers are expected to

Individuals: Take actions to minimise carbon and GHG emissions generated

Small suppliers: Monitor and take actions to minimise carbon and GHG emissions generated

Large suppliers: Monitor and take actions to minimise carbon and GHG emissions generated to achieve set reduction targets ⁷

Ecological Impacts

Suppliers are expected to minimise negative ecological and biodiversity impacts

Resource Management: Water and Waste

Suppliers are expected to

Individuals: Ensure responsible water usage and waste management

Small suppliers: Monitor water and waste metrics, and take actions to ensure responsible water usage and waste management

Large suppliers: Monitor water and waste metrics, and take actions to ensure responsible water usage and waste management to achieve set reduction targets ⁸

4. Feedback and Concerns

At SMU, we are committed to continuous improvement of our business and sustainability practices. Any feedback or concerns on the Code are welcomed by emailing our procurement team at opro@smu.edu.sg

For any suspected or known breaches of this Code, please report the matter to:

- Whistleblower tel: +65 6828 9669
- Whistleblower fax: +65 6828 0470
- Whistleblower: whistleblower@smu.edu.sg

⁷ Refer to Frequently Asked Questions for elaboration

⁸ Refer to Frequently Asked Questions for elaboration

Individuals: Freelancers, independent contractors and sole proprietors. Inclusive of both academic trainers and non-academic trainers.

Small suppliers: Companies that are not listed (on any stock exchange) and have less than SGD \$1 billion in annual revenue

Large suppliers: Companies that are listed (on any stock exchange) or have more than SGD \$1 billion in annual revenue