

# **SUPPLIER CODE OF CONDUCT**

TEK Engineering is committed to maintaining a high standard of integrity in everything we do. We are committed to ensuring that TEK Engineering's suppliers align with our values and to embracing a fair, sustainable, socially responsible and ethical approach to our procurement.

## **APPLICATION OF AND COMPLIANCE WITH THE SUPPLIER CODE OF CONDUCT**

This Supplier Code of Conduct (**Code**), sets our expectations of all suppliers of goods or services to us. We expect that our suppliers, whether directly or through their supply chain implement suitable management systems and processes that support the implementation of this Code appropriate to the size and nature of the services they provide to us.

We encourage our suppliers to exceed these minimum standards. We expect our suppliers to communicate this Code to their related entities, employees, suppliers and sub-contractors so that they are aware of, understand and comply with this Code.

## **MINIMUM STANDARDS FOR SUPPLIERS**

### **Compliance with laws**

Comply with all local, national and other applicable laws and regulations of the jurisdictions in which the supplier operates.

### **Human rights**

Conduct their business in a manner that respects and supports human rights consistent with the Universal Declaration of Human Rights and comply with applicable human rights obligations.

### **Forced labour and inhumane treatment of workers**

Not engage in or tolerate the use of forced, bonded, compulsory labour, slavery or human trafficking, the use or threat of physical or other punishment, or the physical, sexual or psychological abuse or inhumane treatment of workers.

Ensure that all activities do not contribute towards human exploitation, including human trafficking.

Respect the privacy of workers and comply with all laws in the collection, use and protection of personal information.

### **Child labour**

Comply with international and local obligations relating to the employment of children, including adhering to the minimum legal working age in their jurisdiction or with the standards set by the International Labour Organisation, whichever is higher.

### **Wages, benefits and working hours**

Comply with applicable laws and regulations relating to remuneration and benefits, including minimum wages, overtime, superannuation, leave entitlements and other benefits, and ensure the timely payment of workers.

Provide workers with clear and understandable information about all relevant employment conditions before they enter employment.

Ensure working hours do not exceed the maximum hours per week required by applicable laws.

## **Freedom of association**

Respect workers' rights, in accordance with applicable laws, to freedom of association, to establish and join or not join workers' associations, and to engage in lawful industrial activity, without interference, intimidation or harassment.

## **Anti-discrimination and harassment, diversity and inclusion.**

Not engage in or tolerate direct and indirect discrimination based on gender, age, race, ethnicity, religion, marital status, sexual orientation, gender identity, pregnancy, disability, union membership or political affiliation, or any other status protected by applicable laws.

Provide and support a workplace free from bullying, harassment, victimisation and abuse, whether physical, sexual, verbal or psychological.

Demonstrate a commitment to a diverse, inclusive and respectful workplace culture and in recruitment and ongoing employment practices (including by fostering gender equality and greater cultural and minority diversity in the workplace and leadership positions).

## **Health and safety**

Comply with applicable workplace and product health and safety laws and respect workers' rights to refuse to perform work that is unsafe.

Provide a safe and hygienic environment for workers and third parties (including any accommodation provided to workers), by identifying and managing risks, providing safe and appropriate equipment, training and resources, and ensuring access to facilities and amenities.

## **Environmental compliance**

Comply with applicable environmental laws, regulations and standards and obtain, maintain and comply with necessary permits or approvals.

Actively manage the environmental impact of their operations, including by maximising the efficient use of energy, water and resources, minimising waste, and reducing the risk of pollution, deforestation and greenhouse gas emissions.

## **Ethical business practices**

Act and conduct their business in a fair, ethical, transparent and professional manner.

Not engage in fraud, bribery or corrupt conduct, and comply with applicable anti-bribery, anti-corruption and anti-money laundering laws and regulations.

Not offer or receive improper gifts or other benefits, including facilitation payments, that may affect the outcome of business dealings or are not otherwise reasonable and justified.

Comply with international and applicable local laws and regulations relating to sanctions, export or import and trade controls.

Not disclose or release any TEK Engineering proprietary information to any third party, particularly where that information may provide an actual or perceived competitive advantage or market knowledge subject to contractual obligations and entitlements.

Not publicly disclose their supply association with TEK Engineering or use the TEK Engineering name or brand elements without the prior written consent of TEK Engineering.

## **Employee development and training**

Provide workers with appropriate training to perform their duties and to comply with this Code.

## MONITORING COMPLIANCE AND IMPROVEMENT

TEK Engineering requires that our suppliers monitor their compliance with this Code, and advise us of any non-compliance. Suppliers must take all reasonable steps to address, remedy and prevent any non-compliances.

We may review our suppliers' compliance with this Code and require our suppliers to co-operate and provide any information as we may reasonably require to perform such a review.

We focus on building our suppliers' understanding so they can implement the most suitable measures independently. If a Supplier is unable or unwilling to meet our minimum standards, we reserve the right to end the relationship at our discretion subject to contractual obligations.

We are committed to supporting our suppliers in their endeavours to raising their performance in relation to environmental and social matters and associated risk management.

## RAISING A CONCERN

Suppliers can raise concerns about any actual or suspected breach of this Code through any of the contact points provided for in their agreements with TEK Engineering or by contacting [whistleblower@tekengineering.com.au](mailto:whistleblower@tekengineering.com.au)

*The Board of Directors will review this Policy annually or more frequently as may be deemed necessary. Any amendment to this Policy must be approved by the Board of Directors. This Policy was approved by the Board of Directors on 7 August 2024.*