

SUPPLIER CODE OF CONDUCT POLICY

Purpose

The purpose of this Supplier Code of Conduct (“Supplier Code”) is to enable Bridgeman Agencies Pty Ltd T/A Bridgeman to purchase from suppliers who meet its expectations and requirements.

Bridgeman requires that all its suppliers (“Suppliers”) have, hold and can demonstrate, the attributes required by this Supplier Code at all times. Suppliers must also ensure that their workers, contractors and consultants have, hold and can continually demonstrate compliance with this Supplier Code.

Bridgeman may vary this Supplier Code from time to time, the latest version of which shall be made available at www.bridgeman.com.au.

Scope

This policy applies to all employees and contractors working for Bridgeman regardless of whether they are permanent, temporary, full-time, part-time or casual. For the purposes of this policy, the term contractor includes on-hired temporary labour services (agency staff) and sub-contractors. This policy applies to all Bridgeman operations.

1. Attributes

1.1 Applicable Laws

You conduct yourself in such a way to satisfy all applicable laws, act fairly, professionally and in an ethical manner. You also have adequate policies and procedures in place to monitor (and report upon request) the Attributes specified in this Supplier Code.

1.2 Labour and Human Rights

You comply with fundamental human and labour rights, such that you:

- pay workers in a timely manner and provide fair pay and working conditions;
- do not use wage deductions as a disciplinary measure;
- ensure that your workers receive at least the prevailing industry wage or relevant award;
- pay or cover any commissions or other fees in connection with employment of migrant workers and do not charge or recover these fees from workers;
- do not retain original identification documents of your workers or prospective workers;
- require your labour hire providers to comply with the expectations set out in this Supplier Code;
-

- do not use forced or compulsory labour, servitude, or be involved in any process or practice involving (directly or indirectly) trafficking in persons, debt bondage, forced marriage, prison labour or child labour, both within your operations or supply chain;
- do not engage in or support discrimination in hiring and employment practices, including on grounds of race (including colour, descent, nationality or ethnic origin), religion, religious belief or activity, sexual orientation, gender, gender identity and expression or intersex status, pregnancy or potential pregnancy, marital/domestic status, family responsibilities or parental status, breastfeeding, physical features, political beliefs, industrial activity, union membership, irrelevant criminal record, age or disability (except where you are able to demonstrate an entitlement to do so by law);
- do not use violence, threats of violence or other forms of physical coercion, harassment or intimidation of any form; and
- promote equality of opportunity and treatment for all to help eliminate all unlawful discrimination throughout your activities and undertakings.

1.3 Anti-Bribery and Corruption

You maintain business integrity at all times, such that you:

- adopt a zero-tolerance approach to bribery and corruption and conduct business with honesty and integrity, including the prohibition of facilitation payments; and
- have an effective set of policies and procedures which are at least at the standard set out in Bridgeman's Anti-Bribery and Corruption Policy.

1.4 Reporting

You demonstrate transparency in the way you work, such that workers, contractors, suppliers and stakeholders are able to report suspected instances of unlawful, fraudulent or other unethical conduct without fear of intimidation or reprisal and are protected from victimisation.

1.5 Health and Safety

You demonstrate ongoing commitment to the health, safety and wellbeing, such that you:

- maintain a safe working environment for your workers, contractors, suppliers and consultants and anyone else affected by your operations (including Bridgeman personnel or other suppliers); and
- ensure that your workers, contractors, suppliers and consultants understand and follow health and safety policies, standards and procedures that apply to your operations at all times.

1.6 Environment

You demonstrate ongoing commitment to protect the environment by reducing the environmental impacts associated with the performance of your contract with Bridgeman, such that you:

- have processes in place to assess and reduce the environmental impacts of those activities;
- focus on the reduction of waste, energy and fuel use, and water consumption where practical;

- promote the efficient use of sustainable materials; and
- pursue greenhouse gas reduction initiatives and can report your greenhouse gas emissions of those activities upon request.

1.7 Supply Chain

You proactively review or audit and work with your supply chain to ensure your personnel and business partners comply with the expectations of this Supplier Code and are capable of demonstrating their compliance, upon request by Bridgeman.

2 Failure To Hold the Attributes

Failure to be able to warrant that you have, hold or can demonstrate the attributes described in this Supplier Code may result in Bridgeman terminating its relationship or agreement with you.

Bridgeman reserves the right to undertake due diligence and/or risk assessments to verify your compliance with this Supplier Code and it expects Suppliers to cooperate and provide supporting evidence as it may reasonably require monitoring and reviewing their compliance.

Yours sincerely,



Adam Sarota
Managing Director
Bridgeman