

THE ASKIN GROUP

SUPPLIER CODE OF CONDUCT

The Askin Group is committed to ethical, sustainable and socially responsible procurement and we expect the same of all participants in our supply chains. Subcontractors and suppliers (**Suppliers**) are critical to achieving the goals of the ASKIN Group and its clients.

The purpose of this code is to detail the ASKIN Group's minimum expectations in the areas of employment, legal compliance and integrity, health and safety, and environment.

Whilst conducting business with or on behalf of the ASKIN Group, suppliers are expected to adhere to this code and the applicable laws and regulations in the jurisdictions in which they operate.

The ASKIN Group is Askin Group Holdings Pty Limited and its controlled entities, including XFLAM and Bondor NZ.

WORKING CONDITIONS

Suppliers shall:

- Comply with minimum employment age limits as defined by international conventions and prohibit child labour in their supply chain networks.
- Adhere to Modern Slavery regulations as well as prohibit in their own organisation and work to eliminate in their supply chain networks the use of any illegal, forced, bonded, or involuntary labour.
- Not require workers to surrender government-issued identification (such as a passport) as a condition of employment.
- Not require workers to exceed prevailing local work hours.
- Protect the human rights of their own workforce and those employed in their supply chain networks, treating each individual with dignity and respect, including through the support of diversity and inclusion initiatives.
- Recognise that their workforce is entitled to certain international rights including the freedom of movement, freedom of association and the right to collective bargaining.
- Ensure that their workforce receives at least the minimum wage required by local law, including legally mandated benefits, and ensure the workforce is paid in a timely manner.
- Treat their workforce fairly and provide a workplace that is free of discrimination (regardless of whether on grounds of race, ethnic origin, gender, religion or ideology, disability, age, sexual identity, political leaning or involvement in a trade union), harassment, bullying, abuse or intimidation.

- Offer equal opportunities to its workforce and base employment decisions on individual merit and qualifications directly related to personal competence.
- Avoid sourcing from organisations or individuals associated with illegal activities, human rights abuses or terrorism.

LEGAL COMPLIANCE AND INTEGRITY

Suppliers shall:

- Comply with all applicable laws and strive to adhere to internationally recognised standards and best practices including avoiding conflicts of interest and promoting and maintaining fair competition.
- Comply with anti-bribery and anti-corruption laws and strive to eliminate bribery and corruption in their supply chain networks.
- Not participate in the use of facilitation payments (payments to speed up routine actions), secret commissions, kickbacks, money laundering or payments to secure preferential advantage.
- Honour all business arrangements and obligations and manage any unforeseen situations in a proactive, open and timely manner.
- Maintain books and records that reflect all transactions in an accurate, honest, and timely way and utilise appropriate audit and compliance processes.
- Not share or use for any purpose, including market trading, any material non-public information acquired while doing business with the ASKIN Group.
- Not disclose or use any of the ASKIN Group's intellectual property, including trade secrets or confidential information, unless specifically authorised and will take all actions to comply with applicable intellectual property and data protection laws.
- Report any concerns.

HEALTH AND SAFETY

Suppliers shall:

- Promote a safe workplace and drive continuous improvements to improve the safety of and reduce harm to their workforce.
- Comply with all relevant workplace health and safety laws, codes and regulations.
- Support an environment where workers are encouraged to raise health and safety concerns.
- Ensure and document that workers are appropriately trained to perform the tasks to which they are assigned and ensure the use of appropriate personal protective equipment.
- Report and act on all incidents, regardless of severity.
- Have processes in place to aid in the reporting, management, monitoring and prevention of incidents.

- Ensure workspaces and amenities for workers are clean, safe and meet their basic needs.

ENVIRONMENT

Suppliers shall:

- Comply with applicable environmental laws and standards and ensure adherence to environmental permits and compliance obligations.
- Strive to reduce environmental impacts including the reduction of emissions to air, water and land.
- Continually strive to reduce waste and drive increased efficiencies in the use of natural resources.
- Strive to minimise the impact of its products and activities on biodiversity, climate change and water scarcity.
- Strive to ensure the sustainability of their supply chain networks.
- Strive to ensure any forest products used by the supplier have been responsibly and legally sourced with a strong preference for those receiving third-party certifications or from low-risk plantations.

OTHER MATTERS

If you have any question or comments about this Code, please contact: compliance@askin.net.au.