

Supplier Code of Conduct

Introduction

Civilmart is committed to responsible procurement activities in partnership with our suppliers, and care deeply about the safety and wellbeing of our people, our customers, and communities, and the environment that we operate within.

We seek to engage with suppliers who are aligned with our values and expect all suppliers working with Civilmart to adhere to the following Code of Conduct.

Governance

We understand that all suppliers will have different sustainability opportunities and challenges. We expect all suppliers to have robust governance policies and risk management frameworks in place clearly addressing how these are mitigated and managed. All members of executive management must have an appropriate level of oversight over all policies and frameworks, and a documented process for continuous improvement should be in place.

At a minimum (RE)

- The supplier commits to abide by the responsible procurement principles outlined in this Supplier Code of Conduct and completes the Supplier Code of Conduct Questionnaire.
- The supplier always conducts its business in full compliance with applicable laws and regulations.

Expected (EX)

- The supplier sets up a framework to assess and manage its most significant sustainability opportunities and challenges as appropriate to their business.
- The supplier has an established system of governance that ensures all relevant members of the executive team have oversight over the policies and frameworks.

Safety and Wellbeing

We seek to work with suppliers who value the safety and wellbeing of all employees within their supply chain. Suppliers must ensure that a documented work health and safety management system is in place, and that all employees are aware of and understand their rights and responsibilities in the system.

At a minimum (RE)

- The supplier complies with all relevant local and international laws and regulations with regard to workplace health and safety.

Expected (EX)

- The supplier has a written workplace health and safety management policy or equivalent document, and ensures that employees are aware of and understand it.
- The supplier has implemented a workplace health and safety management system appropriate for its operations.
- The supplier measures and reports on health and safety performance.
- The supplier provides training and protection to ensure that employees have a safe and secure workplace.

Encouraged (EN)

- The supplier sets and monitors performance targets for managing health and safety in their operations.
- The supplier has a workplace health and safety management system that is externally certified against internationally recognised standards.

Environment and Sustainability

We seek to work with suppliers who are working to reduce their environmental impacts through improved resource and energy efficiency, sustainable sourcing of materials, and the minimisation of waste, water use, and greenhouse gas emissions, and improved air quality.

At a minimum (RE)

- The supplier complies with all relevant local and international laws and regulations with regard to environmental management.

Expected (EX)

- The supplier has a written environmental management policy or equivalent document, and ensures that employees are aware of and understand it.
- The supplier has implemented an environmental management system appropriate for its operations.
- The supplier is actively minimising harm to the environment in its operations, through initiatives to reduce waste, conserve water, reduce greenhouse gas emissions, and improve air quality

Encouraged (EN)

- The supplier has an environmental management system that is externally certified against internationally recognised standards (e.g., ISO 14001).
- The supplier sets and monitors performance targets for managing the impact of their activities on the environment and community.
- The supplier has a framework to assess and manage its most significant sustainability opportunities and challenges as appropriate to their business.
- The supplier has in place a documented and measurable strategy to drive sustainability action throughout the supply chain.

Quality Assurance

We seek to work with suppliers who have a high standard of quality assurance, and have a documented system for managing and continuously improving the quality of all products and services provided.

At a minimum (RE)

- The supplier has a written quality management policy or equivalent document.

Expected (EX)

- The supplier has implemented a quality management system appropriate for its operations.

Encouraged (EN)

- The supplier has a quality management system that is externally certified against internationally recognised standards (e.g., ISO 9001).

Modern Slavery

We seek to partner with suppliers who can positively contribute to preventing modern slavery from occurring within our supply chain.

At a minimum (RE)

- The supplier complies with all relevant local and international regulations pertaining to modern slavery.

Expected (EX)

- The supplier has a written modern slavery policy or equivalent document, and ensures that employees are aware of and understand it.
- The supplier has identified major Tier One suppliers and has partially or fully mapped the supply chains for key products and services in its supply chain.
- The supplier has a system in place, appropriate for its operations, to screen prospective suppliers for modern slavery risks.
- The supplier has a process for employees to report suspected modern slavery violations in its supply chain.

Encouraged (EN)

- The supplier has mapped the full supply chain for key products and services and has identified key suppliers at all levels of its supply chain.
- The supplier conducts modern slavery training with its employees.
- The supplier works collaboratively with Civilmart to increase the transparency and traceability of its extended supply chains as well as to assess and prevent modern slavery.

Human Rights

We seek to partner with suppliers who can positively contribute to enhancing labour and human rights throughout our supply chain.

At a minimum (RE)

- The supplier complies with all relevant local and international regulations pertaining to labour and human rights practices.

Expected (EX)

- The supplier has a human rights policy or equivalent document, and ensures that employees are aware of and understand it.
- The supplier ensures fair remuneration and work conditions for all workers.
- The supplier has a system in place, appropriate for its operations, to evaluate supply chain risks related to human rights or other ethical issues such as bribery and corruption.
- The supplier has systems in place for workers to raise any concerns about their employment or suspected human rights violations, confidentially and without fear of negative consequences.

Encouraged (EN)

- The supplier supports and respects internationally recognised employment standards as outlined in the International Labour Organisation Declaration on Fundamental Principles and Rights at Work.
- The supplier works collaboratively with Civilmart to increase the transparency and traceability of its extended supply chains as well as to assess and mitigate adverse labour and human rights practices.

Ethical Business Conduct

We support procurement activities and supplier relationships that foster high standards of ethical behaviour and fair operating practices. This includes fair contractual terms, prevention of fraud, conflicts of interest, bribery or corruption, and unfair competition.

At a minimum (RE)

- The supplier complies with all relevant local and international laws and regulations with regard to fair operating practices.

Expected (EX)

- The supplier has a written fair trading / anti-bribery and corruption policy or equivalent document, and ensures that employees are aware of and understand it.

Supplier Declaration

This declaration certifies agreement that the named supplier to Civilmart:

1. Has read and understood the Civilmart Supplier Code of Conduct and will work collaboratively with Civilmart to implement the expectations contained therein.
2. Will complete and return the Supplier Code of Conduct Questionnaire and supply the required evidence of compliance to Civilmart.
3. Will engage and collaborate with Civilmart on continuous improvement of sustainability outcomes, for the benefit of both companies.

Supplier Name: _____

Name of Authorised Signatory: _____

Role of Signatory: _____

Signature: _____

Date: _____