

# SUPPLIER CODE OF CONDUCT

## Intent & Purpose

Springmount Services from time to time, engages people and companies, to provide a range of services on a temporary basis, to complement its permanent team of employees. The purpose of this policy is to communicate the means by which a service provider qualifies as a preferred supplier to the company.

## Operation and Incidence

Springmount Services relies on external service providers to enhance its business operations and the quality of services provided to its clients. A service provider will be engaged as and when needed to fulfil a role when a specialised service or function is unable to be provided internally.

This policy applies on any Springmount Services site, for anyone employed in any capacity.

A service provider will only be appointed to provide a service to Springmount Services after a thorough qualification and approval process. The qualification and approval process requires that the service provider:

- Has a current ABN
- Signs off on the Springmount Services terms of trade
- Submits their OHS/WHS plan and insurance for independent assessment
- Meets the cost of the independent assessment
- Meets all statutory requirements
- Provides induction training as prescribed by Springmount Services and the client
- Does not participate in pyramid sub-contracting; whereby a service provider hires another service provider to perform services for Springmount Services.

Subject to meeting the assessment criteria, the independent assessor lists the service provider as a preferred supplier and advises both the service provider and Springmount Services.

The Chief Operating Officer has final approval over the engagement of service providers.

## Principles

- Terms and Conditions will be clearly defined at the commencement of any engagement.
- Service Providers will be thoroughly screened at engagement for alignment to Springmount Services's certifications and Legislative and regulatory obligations.
- No one shall work on a Springmount Services site without endorsement.
- All requisite training will be provided on an ongoing basis as required by both Springmount Services and the client.
- A regular audit and inspection program will be undertaken by Springmount Services to ensure ongoing compliance.

- All work will be monitored via the Springmount Services approved timekeeping system.
- Springmount Services is determined that all legal and other principles under Australian (Federal/State) law and regulations will be upheld.

Particular areas of interest include the Core Subjects of Sustainability :

- Organisational governance
- Human Rights
- Labour practices
- Environment
- Fair Operating practices
- Consumer Issues
- Community Involvement and development

### Subordinate documents

Third Party Supplier Evaluation Form

### RACI

Responsible	Anyone who knowingly breaches this company policy will be deemed by Springmount Services to have assumed <b>personal responsibility</b> for the breach. It is the responsibility of the General Manager - Corporate Services to maintain and communicate this policy.
Accountable	The final authority for this policy lies with the Managing Director.
Consulted	When making changes to this policy, consultation should be carried out with the leadership team.
Informed	All changes to this policy should be communicated to all employees and relevant contractors.

### Breach of The Policy

Breach of this policy may be regarded as misconduct, leading to disciplinary action which may result in termination of employment or engagement. An individual may also be exposed to criminal or civil liability for a breach of relevant legislation.