

Our Supplier Code



Woolpert, Inc. and its affiliates aim to conduct business in a safe, responsible and equitable manner, in compliance with all applicable laws, regulations and necessary standards and consistent with Woolpert's corporate values, including its own Business Code of Conduct.

We expect our suppliers and partners to comply with all applicable laws and to demonstrate that they have the attributes and ethics outlined in this document. We require each of our suppliers to comply with each of the topics below, and if unable, suppliers are expected to immediately take action to remedy any shortcomings.

Labour and Human Rights: (includes compliance with the Australian Modern Slavery Act 2018)

Respecting and protecting the fundamental human and labour rights of workers, therefore suppliers must ensure all workers have:

- an inclusive and respectful workplace where diversity is respected and valued and workers have equal opportunities, regardless of gender, race, religion, age, sexual orientation, pregnancy, parental leave or disability. This includes a workplace free of sexual harassment with processes for reporting, support and analysis of controls.
- freely chosen employment, with no deceptive recruiting practices, forced, bonded or involuntary labour.
- fair pay and working conditions, including a living wage, fair working hours and adequate rest periods.
- freedom from child labour, or harsh or inhumane treatment including torture, physical and psychological abuse, slavery, servitude, trafficking of persons or forced marriage.

Suppliers should make all reasonable efforts to ensure that businesses within your supply chain are not engaged in, or complicit with, human rights abuses, such as forced or child labour.

Health and Safety: Demonstrating commitment to health and safety is a fundamental element of how we conduct business together, including by:

- following the health and safety standards, policies and procedures that apply to its work.
- providing a safe and healthy workplace and caring for the workers, communities and customers impacted by its activities.
- recognising safe behaviour and sharing information to prevent unsafe behaviour.

Social Expectations and Responsibilities

Treating employees fairly: Suppliers must respect every worker's workplace rights and entitlements and ensure compliance with all relevant workplace laws, regulations and instruments. This includes properly compensating employees, providing them their entitlements and benefits, not discriminating unlawfully and committing to workplaces free of harassment.

Ensuring workplace diversity: We want to enhance workplace diversity. We value businesses that have policies and practices in place to encourage diversity and ensure equal employment opportunity for all people.

Environment: Enhancing environmental sustainability. We encourage suppliers to look for opportunities to improve environmental outcomes. Things you can do to promote environmental sustainability include, but are not limited to:

- waste minimisation and recycling
- reducing and/or offsetting carbon emissions
- using solar or other renewable energy where possible
- reducing the use of energy, water or other resources
- reducing the use of hazardous and toxic substances, and ensuring their correct disposal
- minimising packaging.

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Business Ethics and integrity: Woolpert expects suppliers to comply with the minimum requirements identified below:

- suppliers must comply with all applicable laws and regulations on anti-bribery, anti-corruption and prohibited business practices.
- suppliers must conduct business in an ethical, equitable and professional manner.
- suppliers must disclose any part of their business operations that may not meet reasonable national or international standards of ethics and business practices. This includes disclosure of any known or possible Organizational Conflicts of Interest.

Any concerns please contact

quality.apac@woolpert.com for any issues in Australia, New Zealand, Singapore, Malaysia

info@woolpert.com for other locations.

Cyber / Information Security: A diligent and practical approach must be taken to ensure sensitive information is appropriately managed in line with legislation, confidentiality agreements / contracts and any Woolpert policies.

Our Partners: As a global company, Woolpert enters into joint venture and partnering arrangements with other companies, sometimes in countries of diverse cultural, social, and economic circumstances. This is why we strive to work with partners who share our values and who are committed to doing business in a responsible and ethical manner.

Supply Chain: Proactively working with its own suppliers to ensure, and be able to demonstrate, that each meet the expectations set out in this Supplier Code, Woolpert seeks to work with suppliers who agree that they will reflect the attributes set out in this Code appropriately in our contacts with one another.

Woolpert supports open and transparent working relationships where concerns can be safely voiced and investigated. We strongly urge suppliers and other stakeholders to speak up about issues and concerns at the earliest opportunity.