

**Sustainable Supply Chain Management
Supplier Code of Conduct**

CSUS-PO002, Issue 1.1

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1. INTRODUCTION

This Sustainable Supply Chain Management (SSCM) Code of Conduct applies all our suppliers, Vendors and companies who supply us with products and services. It states the expectation from our supplier to share our commitment to best practices and continuous improvement in:

1. Ethical business practices
2. Management practices that respect the rights of all employees and the local community
3. Minimising our impact on the environment,
4. Providing a safe and healthy work place.

TechM recognises that our suppliers are independent entities; however the business practices and actions of a supplier may impact on or reflect upon TechM. In addition, better quality products and services are produced by suppliers with superior operating principles and practices.

For this reason we bind all our suppliers to the following social, ethical and environmental minimum standards of conduct set out overleaf, and encourage each supplier to adopt our preferred and favoured standards. We will actively engage our high spend and high risk suppliers and their supply chains in assessment and improvement processes towards this end

2. COMPLYING WITH LEGAL REQUIREMENTS

Our suppliers will act within the law, our guidelines and appropriate authorizations obligations, and any other regulations, covered under SSCM practices of TechM.

2.1 LABOUR/ WORKPLACE MANAGEMENT

TechM engages with suppliers who share our commitment to human rights and fair employment practices in accordance with existing international standards such as the :

1. UN Universal Declaration of Human Rights,
2. International Covenant on Civil and Political Rights,
3. ILO Declaration on Fundamental Rights at Work, and
4. UN Convention on the Rights of the Child.

At a minimum:

1. The supplier must comply with all relevant local and national laws and regulations with regard to employment practices, benefits, health and safety and anti-discrimination.
2. The supplier must have written labour/workplace management policies and standards.
3. The supplier must provide a workplace free of direct or indirect discrimination, harassment or bullying on the grounds of gender, age, race, nationality or ethnic origin, disability, family

responsibilities or parental status, marital status, the occupation of spouse or partner, medical or irrelevant criminal record, political convictions, pregnancy or potential pregnancy, religious beliefs or activities, sexual preference or sexuality, industrial activity or union membership, physical appearance, social origin or carers responsibilities.

4. The supplier will not use child, forced or involuntary labour in any form.
5. The supplier must be committed to the provision of training and development for employees.
6. The supplier must provide fair pay and working conditions, including adequate rest periods and parental leave, and match prevailing working conditions.
7. The supplier will give consideration to the needs of, risks to and requests made by employees, as a stakeholder in the operation of the business.

2.2 OCCUPATIONAL HEALTH AND SAFETY

TechM engages with suppliers who are committed to maintaining and improving the work environment so that it is safe and healthy for all staff, contractors and visitors, with policies and programs that go beyond legislated requirements.

At a minimum:

1. The supplier must comply with all relevant local and national laws and regulations with regard to occupational health and safety and the provision of health related benefits to employees.
2. The supplier must have written safety and health policies and standards.
3. The supplier must have a documented system to identify and reduce work-related injury and illness.

2.3 RISK MANAGEMENT

TechM engages with suppliers who have a robust and documented risk management framework which incorporates social, ethical and environmental risks into their risk management processes.

At a minimum:

1. The supplier must have a written Business Continuity Plan (BCP), to minimise business impacts in the event of major disruption, which is integrated across business units and regularly tested.
2. The supplier must have a written Emergency Response Plan (ERP), to minimise harm to employees, the local community and local environment in the event of a site disaster, which is integrated across business units and regularly tested.

2.4 ENVIRONMENT

TechM's suppliers are expected to provide products or services to TechM and to conduct their business operations in a way that protects and sustains the environment.

We prefer suppliers who:

1. Set environmental targets,
2. Report publicly on environmental indicators, and
3. Conduct independent audits against appropriate standards or certification schemes.

We engage with suppliers who take responsibility for their products, processes and services throughout their lifecycle, including product stewardship and extended product responsibility.

We prefer suppliers who offer products and services with an improved environmental impact, or who are willing to develop products and services with an improved environmental impact.

At a minimum:

1. The supplier must comply with all relevant local and national laws and regulations with regard to land and water management, waste and recycling, the handling and disposal of toxic substances, discharges and emissions, noise, transportation of products, wastes and materials, material selection, environmental issues management and community consultation. This includes environmental permit and reporting requirements.
2. The supplier must have a written environment policy.
3. The supplier must have a written environmental management plan to identify and minimise the impact of their activities on the environment.

2.5 CORPORATE GOVERNANCE AND ETHICS

TechM engages with suppliers who demonstrate a commitment to take account of their own responsibilities with an overall philosophy, approach and policies complementary to our own. We prefer suppliers who establish management systems (policies, plans, accounting and reporting mechanisms, and performance measures) which provide for compliance assurance and continual improvement, have an Employee Code of Conduct, and that report externally on social, ethical and environmental performance.

At a minimum:

1. The supplier must strictly comply with all local and national laws and regulations on bribery, corruption and prohibited business practices.
2. The supplier must conduct their business in accordance with high ethical standards.
3. The supplier must provide a formal complaints management process for employees, suppliers and members of the communities in which they operate or provide services to.

4. The supplier must have effective and transparent allocation of responsibilities between Board and management, where an applicable organisational structure exists.
5. The supplier must promote timely and balanced disclosure of material matters concerning services provided by the company to TechM. It is the supplier's responsibility to achieve and maintain these minimum standards, and train employees on their consequential rights and obligations.

Nothing in this code limits a supplier's obligations under the terms of their contract with TechM. It is the supplier's responsibility to achieve and maintain these minimum standards, and train employees on their consequential rights and obligations.

2.6 SUPPLY CHAIN

TechM engages with suppliers who set out social, ethical and environmental objectives and/or targets for their suppliers, and screen and monitor suppliers on this basis.

At a minimum:

1. The supplier must adopt similar principles to these in dealing with their own key suppliers, such as high spend, strategic and high risk suppliers.
2. The supplier must adhere to acceptable business practices with their own suppliers, including providing for timely payment and reasonable contractual conditions.

2.7 COMMUNITY ENGAGEMENT

TechM believes every company has a responsibility to the local communities on which they have an impact and from which they profit. TechM's approach is to understand the issues facing the communities in which we operate, and to endeavour to conduct business in a way that builds social capital, and achieves a positive impact. We engage with suppliers who share this philosophy, as demonstrated by engagement with community stakeholders and long term, strategic involvement in community partnerships to address key social issues

2.8 FEEDBACK FROM THE VENDOR

The feedback is collected from the Vendor and analysed for continual improvement.

3. REFERENCES

- SSCM Supplier Chain Management Policy- CSUS-PO001

- SSCM Questionnaire- CSUS- CL001.