

# Supplier Code of Conduct

ASC STANDARDS AND EXPECTATIONS

ASC and our suppliers play a vital role in building and maintaining Australia's frontline naval Defence capabilities.

This Supplier Code of Conduct sets out the standards that ASC expects of our suppliers.

These standards are an extension of ASC's corporate values of service, safety, leadership, integrity, results and innovation which are the guiding principles that define how we conduct our business and what we stand for as a company.

Ensuring that our suppliers meet these standards is critical to maintaining strong and collaborative relationships with the Royal Australian Navy, the Department of Defence and other members of the naval enterprise. ASC will assess the suppliers' adherence to the ASC Supplier Code of Conduct through supplier audits, pre-qualification, performance reviews, procurement activity and general information exchange. ASC may elect to not work with or cease to work with suppliers who do not meet these standards.

# ASC Supplier Code of Conduct

## HEALTH AND SAFETY

ASC expects our suppliers to:

- commit to the goal of everyone going home safely and healthy every day;
- provide a safe and healthy working environment for employees and subcontractors, including provision of appropriate personal protective equipment; and
- take all practical and reasonable measures to eliminate workplace fatalities, injuries and disease.

## HONESTY AND INTEGRITY

ASC expects our suppliers to:

- not use ASC property or information for personal benefit or to harm ASC, or help others to do so;
- not offer bribes or other improper benefits to influence others, or accept any bribes or improper benefits;
- not deploy aggressive marketing techniques;
- deal fairly with each other and its subcontractors;
- not seek any improper advantage through concealing or misrepresenting information or any other unfair dealing or practice; and
- immediately report any improper or dishonest behaviour and encourage others to do the same.

## CONFIDENTIALITY

ASC expects our suppliers to:

- comply with ASC's confidentiality requirements as set out in various agreements (including non-disclosure agreements);
- not misuse confidential information of ASC or any of its suppliers or customers or other third parties; and
- only disclose any such confidential information where it is appropriately authorised or required by law or where the information is already in the public domain.

## GOVERNANCE AND LEGAL COMPLIANCE

ASC expects our suppliers to:

- comply with all applicable laws and regulations;
- disclose any interests, including those of employees and subcontractors, that may conflict with their responsibilities to ASC and/or impact on ASC's delivery to its customers or future business;
- not commit, or become involved in, bribery or corruption of any form, including facilitation payments; and
- maintain policies and practices to allow violations, misconduct, or grievances to be reported by workers and addressed without fear of retaliation.

## LABOUR AND HUMAN RIGHTS

ASC expects our suppliers to:

- ensure all work is freely chosen and without the use of forced or compulsory labour;
- ensure all workers are of local legal age and prevent the use of illegal child labour;
- ensure fair remuneration and work conditions for all workers;
- promote humane treatment and the prevention of harassment and unfair discrimination;
- respect workers' rights to lawfully and peacefully form or join trade unions of their choosing and to bargain collectively;
- respect the privacy of employees and customers and complying with all laws in the collection, use and protection of personal information;
- comply with the Modern Slavery Act 2018; and
- comply with Public Interest Disclosure Act 2013 and ASC's Whistleblower Protection Program.

## BUSINESS CONTINUITY

ASC expects our suppliers to:

- have adequate emergency response and business continuity plans for safeguarding their employees, operations, and security of supply in times of natural events, major catastrophe, pandemic disease, and unforeseen events.

## ENVIRONMENTAL, SOCIAL AND COMMUNITY

ASC expects our suppliers to:

- promote a culture that values the environment and acts to protect the environment in which they operate;
- continuously improve environmental and resource consumption including water, hazardous chemicals, electricity and GHG emissions, and waste;
- measure, manage, and reporting environmental data for material topics;
- support social, economic, and institutional development of communities;
- demonstrate they are striving to maximise Australian Industry content on its deliverables to ASC;
- demonstrate that they seek to actively recruit, train and employ Indigenous and disabled personnel;
- demonstrate that they seek to purchase from disability enterprises and indigenous businesses; and
- demonstrate that they seek to purchase from local Australian suppliers, disability enterprises and indigenous businesses from within the local regions in which ASC.

## INFORMATION AND REPORTING

ASC works with suppliers to:

- maintain accurate financial accounts and business records, including invoicing, in accordance with all applicable legal and regulatory requirements and accepted accounting practices;
- report on economic, social and environmental performance to meet regulatory and contractual requirements; and
- ensure the intellectual property rights of other parties (patents, trademarks, copyright, and confidential information) are respected.