

Supplier Code of Conduct



ASC

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ASC and its suppliers play a vital role in sustaining Australia's frontline naval defence capabilities.



This Supplier Code of Conduct sets out the standards ASC expects of its suppliers. These standards are an extension of ASC's corporate values of Protect, Respect, Integrity, Discipline and Excellence (PRIDE), which are the guiding principles that define how ASC conducts its business and what ASC stands for as a company.

Ensuring ASC's suppliers meet these standards is critical to maintaining strong and collaborative relationships with ASC's partners, the Royal Australian Navy and the Department of Defence. ASC will assess its suppliers' adherence to the Code of Conduct through: supplier audits, pre-qualification, performance reviews, procurement activity and general

information exchange. ASC may elect not to work with, or cease to work with, suppliers who do not meet these standards.

HEALTH AND SAFETY

ASC expects its suppliers to:

- Aim for its workers to go home safe and healthy, every day.
- Provide a safe and healthy working environment for employees and subcontractors, including the provision of appropriate personal protective equipment.
- Take all practical and reasonable measures to eliminate workplace fatalities, injuries and disease.

HONESTY AND INTEGRITY

ASC expects its suppliers to act with honesty and integrity.

ASC expects its suppliers must:

- Deal fairly with each other and ASC's subcontractors.
- Immediately report any improper or dishonest behaviour and encourage others to do the same.

Suppliers must not:

- Use ASC's property or information for personal benefit or to harm ASC, or help others to do so.
- Offer bribes or other improper benefits to influence others or accept any bribes or improper benefits.
- Deploy aggressive marketing techniques.
- Seek any improper advantage through concealing or misrepresenting information, or any other unfair dealing or practice.

CONFIDENTIALITY

ASC expects its suppliers to:

- Comply with ASC's confidentiality requirements set out in various agreements (including non-disclosure agreements).
- Only disclose any such confidential information where it is authorised or required by law, or where the information is already in the public domain.

ASC expects its suppliers will not misuse confidential information belonging to ASC, any of its suppliers or customers, or any other third parties.

GOVERNANCE AND LEGAL COMPLIANCE

ASC expects its 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 ASC's delivery to its customers or future business.
- Maintain policies and practices to allow violations, misconduct, or grievances to be reported by workers and addressed without fear of retaliation.

ASC expects its suppliers will not commit, or become involved in bribery or corruption of any form, including facilitation payments.

LABOUR AND HUMAN RIGHTS

ASC expects its 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 comply with all laws in the collection, use and protection of personal information.
- Comply with the *Modern Slavery Act 2018* (refer to ASC's Modern Slavery Statement available on its website).
- Comply with the *Public Interest Disclosure Act 2013* and ASC's Whistle blower Protection Process.

ENVIRONMENTAL, SOCIAL AND COMMUNITY

ASC expects its suppliers to:

- Promote a culture that values the environment and acts to protect the environment in which ASC operates.
- Continuously improve their environmental and resource consumption, including water, hazardous chemicals, electricity, greenhouse gas emissions and waste.
- Measure, manage, and report their environmental data for material topics.
- Support social, economic and institutional development of communities.
- Demonstrate they are maximising Australian industry content in their deliverables to ASC.
- Demonstrate they seek to actively recruit, train and employ Indigenous and disabled personnel.
- Demonstrate they seek to purchase from local Australian suppliers, disability enterprises and Indigenous businesses.

BUSINESS CONTINUITY

ASC expects its suppliers to:

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

INFORMATION AND REPORTING

ASC works with its 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 their economic, social and environmental performance to meet regulatory and contractual requirements.
- Ensure the intellectual property rights of other parties (patents, trademarks, copyright, and confidential information) are respected.