Supplier Code of Conduct

Total Ventilation Hygiene Pty Ltd (TVH) is committed to maintaining the highest standards of integrity and transparency and striving to become a responsible corporate citizen. Given the conduct of TVH's suppliers can have a substantial impact on TVH and our stakeholders, we expect that our suppliers adhere to the same standards and share our commitment.

By suppliers, we mean any organisation/business that provides products, services or works directly to TVH. Our suppliers are required to review this Supplier Code of Conduct (Code) and ensure that their organisations and their extended supply chain comply.

1. Application

This Code applies to all procurement activities regardless of their value. Suppliers should refer to the Code when considering supplying to TVH.

TVH reserves the right to do business with suppliers who demonstrate compliance with this Code and to refuse to do business with suppliers who do not comply.

Suppliers are expected to proactively self-assess compliance and act to remedy any shortcomings.

In applying the Code, TVH will consider both the value and complexity of the procurement activity and include questions on the Code in procurement documentation.

This Code complements TVH's existing policies and other contractual terms and conditions.

2. Compliance

In addition to any specific items mentioned elsewhere within this Code, TVH's expectation is that you comply with all applicable laws, regulations and standards where you operate, observe the principles reflected in TVH's Code of Conduct and meet the requirements set out in this TVH Supplier Code of Conduct.

3. Business Ethics

Our procurement is conducted in an environment of integrity, probity and accountability. We are committed to the highest ethical standards and expect our suppliers to commit to the same. You can demonstrate this by:

3.1 Managing conflicts of interest

You must ensure that all conflicts of interest (whether actual, reasonably perceived or that could arise in future) are disclosed as soon as possible.

3.2 Demonstrating high standards of conduct

You must ensure that your business' behaviour is beyond reproach. You must not engage in fraudulent or corrupt activities including, for example, bribery or money laundering, or act in any manner which, by association, brings TVH into disrepute.

3.3 Handling information with care

A diligent and practical approach must be taken to ensure sensitive information is appropriately managed in line with confidentiality agreements and any policies.

3.4 Not engaging in inappropriate supply market behaviours

You should encourage innovation and competition and must not act in a manner which involves a misuse of your market power or would be otherwise improper (e.g. collusive arrangements).

3.6 Model good business practices

Your business should be conducted in a way that shows best practice corporate management. This includes promoting a collaborative relationship where buyer and supplier work together to resolve issues in a timely and respectful manner. This helps to avoid contractual disputes and promotes good working relationships.

3.7 Meeting required standards

The goods and services provided should meet relevant compliance requirements and the Australian Standard (or an international standard in the absence of an Australian Standard) where specified. For building and construction this also includes using conforming products and materials.

4. Respect for Human Rights

Suppliers are expected to share TVH commitment to human rights and to treat your staff with respect, dignity, encourage diversity, remain receptive to diverse opinions, promote equal opportunity for all, and foster an inclusive workplace.

4.1 Child labour

You must ensure that illegal child labour is not used in the performance of work. The term 'child' refers to a person under the minimum legal working age.

4.2 Trafficking, including forced or indentured labour

You must adhere to regulations prohibiting human trafficking and comply with all applicable laws and must refrain from violating the rights of others and address any adverse impact your operations may have on human rights.

5. Workplace Health, Safety, Diversity and Inclusivity

We want to do business with suppliers who support the welfare of both their employees and the community generally. You can show this by doing the following:

5.1 Managing workplace health and safety

As well as complying with all workplace health and safety laws and regulations, you should also regularly manage and review workplace hazards and provide any required training to your employees. This includes proactively engaging with employees, industry bodies and unions.

5.2 Apprentices' supervision

Apprentices are future talent of our workforce, and they are welcome to attend TVH work sites under the supervision of experienced trades people. Apprentices undertaking electrical works must always have a licensed supervisor available on site, regardless of the task they have been assigned or what year apprentice they are.

Apprentices performing other high-risk works, such as work involving a risk of falling more than 2 metres, should always have direct supervision and be kept in line of sight. Apprentices should not be left on site without a supervisor in any circumstances.

5.3 Treating employees fairly

You must respect all worker's workplace rights and entitlements and ensure compliance with all relevant workplace laws, regulations and instruments. This includes properly paying employees, giving them their entitlements, not discriminating unlawfully and committing to workplaces free of harassment.

5.4 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. This includes embracing social benefit opportunities such as training and employment opportunities for disadvantaged and marginalised jobseekers.

5.5 Providing quality, secure local jobs

We value suppliers who provide quality, secure local jobs. These jobs provide:

- Employment where people live
- Permanency of employment
- Certainty of hours
- Fair wages and conditions
- Superannuation and workers compensation
- Genuine respect for the rights of workers to collectively bargain

6. Human Rights in Your Supply Chain

6.1 Acting against human rights abuses in the supply chain

You 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.

7. Environmental Protection

We require our suppliers to share our commitment to mitigate climate change, protect the environment and biodiversity, and preserve resources. Actions that you can take can include, but are not limited to:

- Reducing and/or offsetting greenhouse gas emissions
- Using solar or other renewable energy where possible
- Reducing the use of energy, water or other resources
- Waste avoidance, minimisation and recycling
- Reducing packaging and ensuring that packaging materials are recyclable/reusable
- Reducing the use of hazardous and toxic substances and ensuring their correct disposal

8. Information Security

Information supplied will be recorded on TVH systems and will be maintained and used in accordance with relevant legislation, including the Privacy Act 1988 and the Corporations Act 2001, to the extent that the legislation applies to the information.

Confidential information will not be disclosed to any parties outside TVH, unless required under law, without the consent of the organisation that the information relates to.

9. Dealing with Suspected Breaches

Concerns should be directed to the TVH state office undertaking the procurement (i.e. the state office which issues the Purchase Order with the supplier concerned).

Alternatively, concerns can be raised with TVH HSEQ Compliance Manager via email: compliance@tvhs.com.au, or phone number 1300 557 999 or use our independent Whistleblower Platform, Stopline, with contact details below

- Phone: 1300 30 45 50 (toll free in Australia)
- Email: makeareport@stopline.com.au
- Online: https://makeareport.stopline.com.au/portal/landing/tvhs

All matters raised in good faith through these reporting lines will be handled in a confidential manner.

Morris Guest
Chief Executive Officer

Supplier Acknowledgement ***I acknowledge that I have read TVH Supplier Code of Conduct, understood its requirements and commit that my company will comply at all times.***
Name:
Business Name:
ABN:
Signature:
Date:

Please return signed copy of Supplier Code of Conduct to compliance@tvhs.com.au