

1. Introduction

ActewAGL recognises its responsibilities to conduct its business with the highest standards of ethics and integrity. These principles which the Board and senior management of ActewAGL are committed to upholding are described in ActewAGL's values and Code of Conduct.

ActewAGL expects all parties, with which it has dealings, including suppliers, to observe these principles. This ActewAGL Supplier Code of Conduct ('the Code') therefore highlights and specifies those provisions of the ActewAGL Code of Conduct that are of particular relevance to suppliers to ActewAGL ('the Supplier').

ActewAGL requests the Supplier, its employees, agents, suppliers and sub-contractors to respect and adhere to the Code when conducting business. It is the Supplier's responsibility to communicate the Code to its employees, agents, suppliers and sub-contractors and ensure they comply.

By accepting this Code, the Supplier acknowledges and confirms that the Supplier will adhere to and comply with the principles set out in this Code for all existing and future business relationships with ActewAGL. This Code is to be read in conjunction with any agreement with the ActewAGL Joint Venture.

2. Integrity

Honesty, integrity and fairness

The Supplier shall recognise the importance of honesty, integrity and fairness in conducting its business.

Compliance with laws and regulations

The Supplier must comply with the letter and spirit of all laws and regulations that affect business conducted with ActewAGL.

Fraud (including bribery and corruption)

The Supplier shall acknowledge that fraud, bribery and corrupt behaviour is unlawful. The Supplier must not offer, give, request or accept payments, payments in kind, bribes, 'kick-backs', secret commissions, gifts or favours of any kind that could be considered as influencing the party involved, creating any obligation or conflict of interest. There are certain types of gifts that should never be offered or accepted by the Supplier irrespective of value—these are: cash or cash equivalents, drugs or other controlled or illegal substances.

Privacy and information

The Supplier must respect the privacy of individuals and laws relating thereto, in particular with respect to the collection, processing and management of personal data. The unauthorised use of confidential and/or personal information by the Supplier is prohibited.

3. Labour standards

Non-discrimination

The Supplier shall not discriminate in hiring and employment practices on the grounds of criteria such as race, creed, disability, gender, marital status, religious or political beliefs, age or sexual orientation.

Compensation

The Supplier's employees must receive compensation and benefits that comply with applicable laws and, where relevant, with binding collective agreements, including those pertaining to overtime work.

Working hours

The Supplier must ensure that its employees work in compliance with all applicable laws and mandatory industry standards pertaining to the number of hours and days worked.

Freedom from harassment

Suppliers shall ensure a work culture that affords their employees the opportunity to work without fear of intimidation, reprisal or harassment.

Anti-slavery

The Supplier must not engage in any form of modern slavery such as human trafficking, slavery, servitude, forced labour, debt bondage, forced marriage and the worst forms of child labour and must ensure, to the extent it is able, that its suppliers do not engage in any form of modern slavery.

4. Safety, security and the environment

Working environment

The Supplier shall provide a safe, secure and healthy work environment for its employees, contractors and visitors and ensure that this is supported by adequate safety programs in accordance with applicable laws and regulations.

Services and products

All services and products delivered by the Supplier must meet the quality and safety standards required by applicable law, be fit for the intended purpose and, where applicable comply with ActewAGL quality requirements.

Environment

The Supplier must manage its operations in an environmentally responsible manner and ensure compliance with related laws and regulations.

5. General

Confidential information

The Supplier must ensure that ActewAGL confidential information is preserved and protected, and not disclosed to unauthorised parties. Information that is not normally available outside the Company may only be used for authorised purposes. If the Supplier is uncertain about whether information may be disclosed then guidance can be obtained from the relevant supervisor/manager.

Compliance

ActewAGL reserves the right to verify the Suppliers compliance with the Code through audits or other means. Should ActewAGL find that the Supplier does not comply with the Code, ActewAGL reserves the right to demand corrective measures and/or terminate its business relationship and related contract(s) with the Supplier.

Emergency preparedness and business resilience

ActewAGL expects its suppliers to have adequate emergency preparedness and response plans for safeguarding their employees, operations, and security of supply in times of natural events, major catastrophe and unforeseen events.

How to raise a concern

Should the Supplier have any concerns about how the Code is being applied, the Supplier should immediately raise this with the relevant supervisor or an independent senior manager of ActewAGL in the first instance. If the response received is not adequate or there is suspicion that a supervisor/manager may be involved in improper conduct, the concern can be raised confidentially or anonymously via Internal by email to internalauditandfraudcontrol@actewagl.com.au

Please return a signed copy of this document confirming adherence.

Supplier legal entity:	
Supplier address:	
Name:	
Title:	Date:
Signature:	