



# Vendor Code of Conduct

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Communications



Security



Energy



# Vendor Code of Conduct



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## 1. Scope and Purpose

The objective of this Vendor Code of Conduct is to present the required responsibilities, actions, and behaviours of the Suppliers and Subcontractors (Vendors) that CSE partner with to ensure the services and or goods provided meet the specified standards of CSE Global (Australia) Pty Ltd and the customers we proudly work for.

This Vendor Code of Conduct applies to all Suppliers and Subcontractors engaged by CSE Global (Australia) Pty Ltd and its relevant business entities (**CSE**).

## 2. Vendor Code of Conduct

CSE partners only with Suppliers and Subcontractors who commit to delivering quality goods and services, on time and within budget in a reasonable way, considering our people, human rights, business integrity, the environment, safety, and quality principles. We strive to meet the highest standards and expect the same from our Vendor organisations.

As such, our Vendors must commit to the following:

### 2.1. Business Integrity

Vendors must be proactive in ensuring their practices meet all legal obligations (laws, regulations, codes of practice, ethical standards) wherever they conduct business activities. We expect our Vendors will:

- Take all reasonable steps to manage conflicts of interest.
- Not participate in bribery, corruption, or fraudulent behaviour including receiving and giving of gifts of value.
- Not act in a way that can pose a risk to CSE's business interests and reputation.
- Ensure that business transactions are conducted in a fair and transparent manner.
- Respect privacy and confidentiality of all data shared during business transactions.
- Take all steps to ensure the protection and security of data, and safely dispose of it should CSE make such a request.

CSE Vendors must be familiar with and always follow all applicable laws, regulations, and codes during the performance of the work and/or services. Our Vendors must ensure that lower-tier Vendors are held to an identical standard within their subcontract or supply agreements and purchase orders for any portion of the work carried out for CSE.

### 2.2. Communities

We request that our Vendors consider themselves as part of the community in which we work and show their support through their actions and decisions. This includes:

- Awareness of cultural heritage and traditions of Indigenous communities.
- Encourage work practices that create opportunities for inclusion and diversity.
- Conduct business in such a way that fosters good relationships and achieves a positive impact on the local communities.

### 2.3. Health, Safety and Environment (HSE)

At CSE, one of our core values is 'We Never Compromise on Safety,' and we expect where our Vendor is a Subcontractor to follow this value too. Our Subcontractors must fully understand and comply with all site safety requirements (whether that of CSE, or a CSE customer). Our Subcontractors must always work in a safe and responsible manner, so to protect themselves, the environment, and all other personnel.

Any HSE related issues on site (including incidents and injuries) must be reported as per site requirements and to CSE as soon as reasonably practicable. Our Subcontractors agree that they will always comply with CSE's requirements on incident reporting and will assist CSE in compiling and submitting an incident report as and when required.

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Subcontractors are required to provide copies of pre-start meetings, safe work method statements or equivalent and Take 5 documents; and where required, to attend site-based meetings, inductions, or incident investigations at their own cost.

If a Subcontractor feels in any way that they cannot complete their scope of work in a safe manner or a manner that would have negative environmental impacts, they must immediately inform the relevant CSE Manager, so that appropriate controls can be put in place.

Under our HSE Management System, we expect our Subcontractors to always be fit for work and free from the influence of drugs and alcohol.

Subcontractor's employees are to be provided and suitably equipped with the relevant Personal Protective Equipment (PPE) while working for or representing CSE. They are also required to be suitably presentable in professional manner.

Subcontractors who are not ISO 45001:2015 certified, will be required to work directly under the CSE Health, Safety and Environmental Management System, including documentation, and may be subject to review by CSE prior to commencement of works as per completed New Subcontractor Questionnaire Section 6. Health, Safety and Environmental Management System.

CSE consciously strives to improve its environmental performance in the areas of energy consumption, greenhouse gas, emissions and waste management, air pollution, wildlife projections, vegetation management, water us/management, contaminated land, and biosecurity. As such, we expect our Vendors will:

- Endeavour to improve environmental and resource management.
- Comply with all applicable environmental laws and regulations.
- Maintain appropriate policies and procedures to manage and assess environmental risks and ensure employees are understand these policies and procedures.

## 2.4. Quality and Performance

At CSE, one of our core values is 'We Strive for the Highest Level of Quality and Performance,' and we expect our Vendors to follow this value too.

Vendors are expected to meet recognised quality standards and/or contractually agreed quality requirements to:

- provide goods and services that consistently meet CSE's and our customers' needs.
- control processes, products, and services that are provided by the Vendor; and
- ensure that externally provided processes, products and services conform to all requirements set out in the purchase order or contractual agreement issued to the Vendor.

Subcontractors who are not ISO 9001:2015 certified, will be required to work directly under the CSE Quality Management System and any existing quality management system, including documentation, may be subject to review by CSE prior to commencement of works as per completed *New Subcontractor Questionnaire Section 8. Quality Management System*.

## 2.5. Skills, Experience and Equipment

For Subcontractors, CSE expects that all labour provided under the scope of works will be suitably qualified, skilled, and experienced. If requested to do so, they agree that they will provide copies of licenses, qualifications, certificates, and tickets as verification.

All Subcontractor equipment must be fit for the purpose for which it was intended. All electrical equipment must be tagged and tested under the relevant State's and Territory's test and tag regulations. Equipment requiring calibration must hold relevant certification and be presented when requested to do so.

## 2.6. Corporate Social Responsibility

CSE is an equal opportunity employer and employment decisions are made without regard to race, colour, gender, age, religion, national origin, ancestry, physical or mental disability, sexual orientation, gender identity, caste, and other grounds for discrimination prohibited by applicable law.

CSE expects that our Vendors will have employment policies and practices that prohibit employment decisions being made with regards to any legally protected characteristics.

Furthermore, CSE is committed to the highest standards of ethical conduct and seeks to do business only with Vendors who share these values. We conduct our business transactions fairly, properly, and impartially and expect the same from our Vendor partners.

## 2.7. Modern Slavery and Human Rights

CSE is committed to respecting all human rights wherever we operate, in accordance with the *United Nations Guiding Principles on Business and Human Rights*.

CSE will not tolerate or condone any activities that support human trafficking, slavery, servitude, or forced or compulsory labour.

We expect our Vendors to adhere to the laws that require them to treat workers fairly and provide a safe and healthy work environment. In addition, CSE expects Vendors to:

- Take reasonable efforts to ensure that businesses in your supply chain do not engage in such Modern Slavery practices.
- Employ workers at or above the applicable minimum age requirement.
- Maintain a workplace free from threats of violence, physical abuse, or other conduct that fails to respect the safety and dignity of a worker.
- Comply with applicable wage laws and, upon end of employment, pay for return transportation costs for workers recruited from outside the country.
- Not charge workers recruitment fees or utilise firms charging workers such fees, and not use fraudulent or misleading recruitment practices.
- Not withhold a worker's passport or original immigration or personal documents.
- Provide workers a process for escalating and reporting concerns without retaliation.

We fully expect that our vendors will ensure that their lower-tier Vendors give an identical representation for the performed scope of work and/or supply of goods.

## 3. Assessment and Review

All new Vendors will be asked to confirm that they have read and understood our Vendor Code of Conduct as part of their onboarding process.

Where non-compliances are identified, we will work proactively with our Vendors to rectify this.

Concerns about suspected or actual breaches of this Code may be raised by emailing [commercial@cse.net](mailto:commercial@cse.net). If it is of a confidential nature to [confidential@cse.net](mailto:confidential@cse.net).