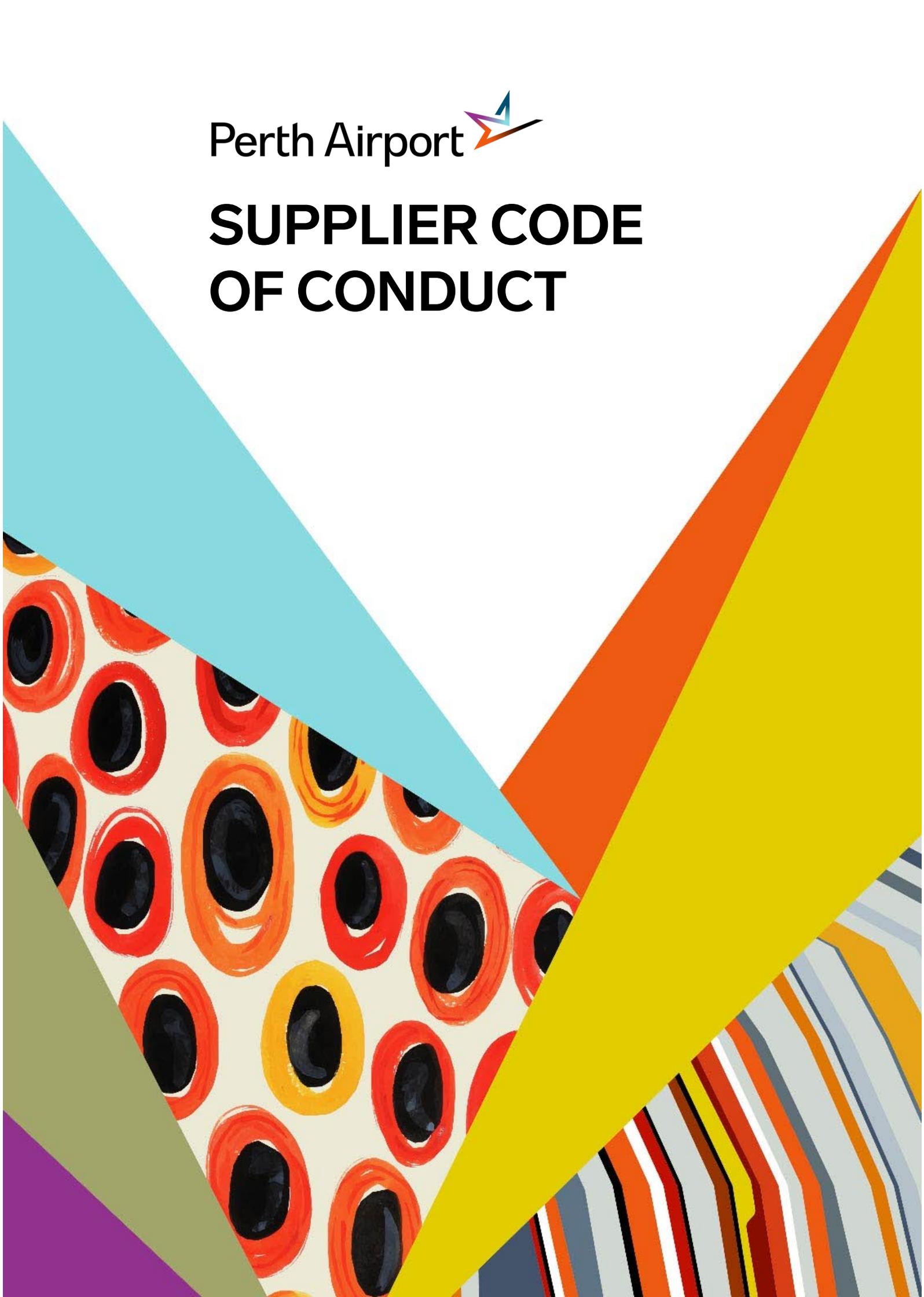


Perth Airport 

# **SUPPLIER CODE OF CONDUCT**



## 1. Purpose

Perth Airport is committed to conducting business and operations in a responsible manner through adherence to ethical, social and safety standards. Perth Airport's guiding values are to deliver great service and the highest levels of safety and security for everyone. We think big, embrace the future and get things done!

Perth Airport is seeking to engage and collaborate with suppliers who share our commitment and approach to conducting business.

The Perth Airport Supplier Code of Conduct (Code) supports the continued application of our commitment to advance social, environmental and ethical responsibility beyond our own operations to our supply chain. Perth Airport expects its Suppliers to meet the minimum standards defined by this Code and fully comply with all applicable laws and regulations when conducting business with Perth Airport.

## 2. Scope

This Code outlines minimum standards and expectations applicable to all suppliers, including their parent, subsidiaries, affiliates and subcontractors ("Suppliers") providing goods or services to Perth Airport.

Suppliers will be responsible for all activities associated with disseminating and educating its employees, agents and suppliers on this Code, verifying compliance with this Code and taking urgent action in response to non-compliance.

## 3. Key Requirements

To support the application of the Code, a number of areas have been highlighted below for specific guidance.

### 3.1 Promote a Safe, Healthy and Environmentally Responsible Workplace

Perth Airport is committed to delivering the highest levels of safety and security for everyone.

Suppliers are expected to, at a minimum:

- Comply with all laws and regulations related to work health and safety, security and environment.
- Work in accordance with Perth Airport's relevant environmental, security and safety policies and procedures.
- Implement and maintain a formalised environmental policy and work health and safety policy and ensure it has been distributed to all staff.
- Provide all its staff with appropriate work health and safety training.

### 3.2 Workplace Conditions and Human Rights

Perth Airport respects human rights, as set out in the UN Universal Declaration of Human Rights and requires all our employees to treat others with trust, dignity, respect, fairness and equity. Perth Airport is committed to building and fostering a culture in which diversity is valued and to providing a workplace that is free from all forms of discrimination, harassment and bullying. Perth Airport is opposed to and will oppose all forms of modern slavery, including forced or compulsory labour, trafficking in persons, debt bondage and child labour, both within its activities and undertakings, and within its supply chain.

Suppliers are expected to, at a minimum:

- Comply with all laws and regulations concerning workplace conditions, human rights, anti-discrimination, anti-bullying, harassment and modern slavery.
- Have effective policies and procedures in place to ensure compliance with the applicable laws and regulations concerning workplace conditions, human rights, anti-discrimination, anti-bullying, abuse and harassment.
- Ensure all staff are provided with fair working conditions including adequate rest periods, sufficient leave and other statutory requirements, freedom of association and collective bargaining.
- Ensure that all staff are paid at the very least a legally mandated wage, including equal pay for equal work.
- Ensure that no forced labour or child labour is used.
- Implement procedures and internal methodologies for the monitoring and prevention of slavery within all facets of organisational activities (both direct and indirect).
- Ensure that all staff receive adequate training to undertake their role.

### 3.3 Corporate Governance and Ethics

Perth Airport is committed to conducting business in an honest and accountable way whilst maintaining the highest level of corporate ethics.

Suppliers are expected to, at a minimum:

- Comply with all laws and regulations concerning anti-bribery, anti-corruption and prohibited business practices.
- Have effective policies and procedures in place to ensure compliance with the applicable laws and regulations concerning anti-bribery, anti-corruption and prohibited business practices.
- Disclose any actual, perceived or potential conflict of interest to Perth Airport, including any employee or representative of Perth Airport who may have an interest or economic tie of any kind in the Supplier's business.
- Ensure that the giving and exchanging of gifts, hospitality and entertainment with Perth Airport team members is for a business purpose, and the gift or courtesy is in good taste and of a nominal value (normally not more than \$200 and of an infrequent nature).
- Ensure that this Code is communicated to all staff who deal with Perth Airport and that those staff are provided with training to understand their obligations with regard to anti-bribery, anti-corruption and prohibited business practices.

### 3.4 Information Security

Suppliers must comply with all laws and Perth Airport's requirements relating to personal information, confidentiality, security, data privacy and intellectual property protection. Suppliers must ensure appropriate controls are in place to protect Perth Airport's brand, information and intellectual property against unauthorised use and damage.

### 3.5 Supply Chain

Perth Airport recognises that the operation and conduct of its Suppliers can affect the longevity, reputation and integrity of our business and have impacts upon the wider community of stakeholders.

Suppliers are expected to, at a minimum:

- Apply and extend similar principles to those summarised in this Code to the management of their supply chain.
- Ensure any subcontractors they engage to work at Perth Airport understand and are familiar with this Code.

## 4. Assessment and Review

Perth Airport will work proactively with Suppliers to ensure alignment with expectations set out in this Code. To do this Perth Airport will:

- Undertake regular assessments of Suppliers involving a self-assessment questionnaire which is supported by appropriate information to substantiate responses.
- Undertake site based reviews of Supplier operations if required.
- Evaluate performance and report annually in the Perth Airport Sustainability Report.
- Invoke audit and review powers to address specific concerns, as appropriate.

## 5. Raising Concerns

Suppliers are entitled to report misconduct relating to Perth Airport, in accordance with Perth Airport's Whistleblower Protection Policy and where such report is made, will be afforded the relevant protections set out in that Policy.