

# IMDEX SUPPLIER CODE OF CONDUCT

## CORPORATE GOVERNANCE PROCEDURE

IMDEX Limited ACN 008 947 813

### 1. Purpose

At IMDEX we are committed to transparent, safe and ethical procurement practices. Our aim is to partner with like-minded suppliers to help us deliver leading solutions that enhance our clients' operations.

To achieve this, we have developed a Supplier Code of Conduct, which clearly sets out our minimum expectations of suppliers, their subsidiaries and subcontractors (suppliers).

The Supplier Code of Conduct aligns with IMDEX's Corporate Governance Policies, corporate values and internal expected behaviours. Central to these policies, values and behaviours is:

- Safety for employees, contractors, clients, suppliers and the public
- Compliant and ethical business practices
- Diversity and human rights
- Protecting the environment and communities in which we operate
- Respect, transparency and support to speak-up.

We may choose not to work with, or cease to work with, suppliers who do not meet these minimum expectations.

If you have questions regarding this Supplier Code of Conduct, or about our expectations, please do not hesitate to contact:

IMDEX Procurement  
[procurement@imdexlimited.com](mailto:procurement@imdexlimited.com)

IMDEX Legal  
[legal@imdexlimited.com](mailto:legal@imdexlimited.com)

+61 (0)8 9445 4010

Further information is also available on our website including: IMDEX's Corporate Governance Statement; Code of Conduct; Anti-Bribery and Anti-Corruption Policy; Speak-Up Policy; corporate values and expected behaviours.

[www.imdexlimited.com](http://www.imdexlimited.com)

### 2. Safety for employees, contractors, clients, suppliers and the public

Every employee and contractor have the right to work in a safe environment. Such an environment also enhances operational performance, increases engagement and makes IMDEX a great place to work.

At IMDEX we expect our suppliers to:

- Be compliant with all relevant safety legislation and regulations;
- Comply with our site and product-specific safety recommendations and requirements;
- Take all reasonable measures to eliminate the risk of workplace harm – including the provision of a safe working environment, appropriate training, and personal protective equipment; and

- Uphold a formalized Health and Safety Policy – including a process for recording, managing and reporting all safety incidents and accidents.

### **3. Compliant and ethical business practices**

Our Board and shareholders expect the highest standards of ethical conduct in every aspect of our business and our suppliers' business including: relationships; practices; sourcing; and operations.

At IMDEX we expect our suppliers to:

- Comply with all applicable legislation, regulations and sanctions;
- Share a zero-tolerance approach to bribery and corruption – including any form of facilitation payment or improper interactions with government officials; and
- Maintain policies and practices to identify, manage and report (without fear of retaliation) any possible conflicts of interest, misconduct or grievances.

### **4. Diversity and human rights**

We uphold the human rights of all workers and treat them respect and dignity in accordance with the Universal Declaration of Human Rights, and Modern Slavery Act 2018 (Australia). This applies to all workers including temporary, migrant, student, contractor, employees and any other type of worker.

At IMDEX we expect our suppliers to:

- Comply with all applicable legislation and regulations relating to employment practices, remuneration; diversity, discrimination, bullying, harassment, workplace and human rights;
- Conduct their business in a way that aligns with internationally accepted standards;
- Share a zero-tolerance approach to modern slavery – including forced labour, human trafficking, debt bondage, the sale or exploitation of children; workplace inequality; inhumane treatment; excessive working hours; document retention; and security payments or fees for recruitment;
- Do right by subcontractors;
- Respect the privacy of persons and comply with laws relating to collection, use and protection of personal information;
- Take all reasonable measures to promote an inclusive working environment that is free from discrimination in any form and nurtures the wellbeing of all employees; and
- Provide employees and contractors with appropriate levels of training to comply with this Supplier Code of Conduct.

### **5. Protecting the environment and communities in which we operate**

We are committed to protecting the environment from all potential operational impact. We focus on continual improvement, increasing awareness, training and accountability throughout the organisation.

We expect IMDEX's suppliers to:

- Comply with all applicable environmental legislation and regulations
- Comply with all applicable local community legislation and regulations;
- Ensure products contracted to manufacture are made to specification and do not contain any additional substances;
- Store, handle and use chemicals, products and equipment in accordance with industry standards and manufacturer instructions;
- Take all reasonable measures to mitigate and manage any impact to the environment and communities in which they operate, including reducing, reusing and recycling where possible; and
- Uphold a formalized Environmental Policy – including a process for recording, managing and reporting the environmental impact of their operations.

## 6. Information

We expect IMDEX suppliers to:

- Record and share information in a timely, accurate and relevant manner;
- Maintain accurate financial and business records, including invoicing, in accordance with all applicable legal and regulatory requirements and accounting standards;
- Report on economic, social and environmental performance to meet regulatory and contractual requirements; and
- Respecting the intellectual property rights of other parties (patents, trademarks, copyright, and confidential information).

## 7. Applicable Parties

This policy is applicable to all suppliers to IMDEX including the following:

- Suppliers of services
- Suppliers of products
- Agents
- Distributors.

## 8. Related Documents

[IMDEX Global Code of Conduct](#)

[IMDEX Anti-Bribery & Anti-Corruption Policy](#)

[Diversity Policy](#)

[IMDEX Speak-Up Policy](#)

## 9. Principal References

Universal Declaration of Human Rights [www.un.org/Overview/rights.html](http://www.un.org/Overview/rights.html)

Walk Free Foundation – Tackling Modern Slavery in Supply Chains A guide 1.0

United Nations Convention against Corruption

<http://www.unodc.org/unodc/en/treaties/CAC/index.html>