



Vendor Code of Conduct

At GHD, we live by our core values of **Safety, Teamwork, Respect and Integrity**, a set of core values that guide how we conduct business. These values embody our commitment to our clients, employees, communities around the world, and our shareholders.

This Vendor Code of Conduct was developed to establish minimum expectations of GHD's Vendors (including employees, subsidiaries and subcontractors and all of the Vendor's supply chains) and assist us to select vendors who operate in a manner consistent with our expectations. We may take steps to assess a vendor's conformance to them and when appropriate, may work with vendors to identify agreed upon actions and timelines to achieve improvement.

GHD may choose not to work with vendors who do not meet our expectations.

Vendors wishing to do business with GHD are required to meet our expectations in relation to the way we do business and must be assessed and approved on the GHD Vendor Prequalification Scheme. For more information on becoming registered with GHD, please visit: <https://www.ghd.com/en/about-us/vendors.aspx>

This Code of Conduct covers the following topics:

- compliance with applicable laws
- ethical behaviour
- trade and export controls
- money laundering prevention
- quality
- modern day slavery and human rights
- health safety and wellbeing of employees
- sustainability and environmental responsibility
- privacy and personal data
- monitoring and evaluation

Comply with applicable laws and regulations

Vendors to GHD must comply with all applicable laws and regulations. This includes laws and regulations related to ethical business practices, quality, data protection, labour and employment practices, as well as health safety and environmental protection.

Vendors are also expected to obtain and maintain all applicable permits, licenses and registrations, and operate in accordance with permit limitations and requirements at all times.

Behave ethically and with integrity

Vendors to GHD are expected to behave ethically and with integrity in all business transactions. As such, they will:

- maintain accurate books and records to recognised international accounting standards
- uphold standards for fair business practices including fair competition
- prevent corruption and prohibit the payment or promise of bribes, illegal political contributions, or other illicit payments or consideration for any reason, including prohibiting facilitation payments
- avoid financial or professional conflicts of interest

- require employees to report suspected unethical or illegal activities
- safeguard against improper use of intellectual property, disclosure of confidential or sensitive information, and unauthorised disclosure of personal information

For more information, see our [Integrity Management Guidelines](#).

Trade and export control

Vendors to GHD are required to comply with all international trade laws and regulations that apply to the goods or service being supplied.

As such, they will:

- understand and comply with applicable laws and regulations relating to export, trade, non-proliferation and arms control
- understand and comply with any applicable trade sanctions

Money laundering prevention

GHD is committed to complying with applicable anti-money laundering and anti-terrorism laws. GHD only conducts business with reputable clients and vendors involved in legitimate business activities with funds derived from legitimate sources. Accordingly, vendors to GHD will comply with applicable anti-money laundering and anti-terrorism laws and conduct business only with reputable clients and vendors involved in legitimate business activities with funds derived from legitimate sources.

Integrate quality into business processes

Vendors to GHD are expected to provide goods and services that consistently meet GHD's requirements including Quality requirements, are safe for their intended use, perform as intended and comply with applicable laws and regulations.

As such, they will:

- establish and maintain Quality controls to protect the integrity of the goods and services provided
- permit GHD or an authorised delegate to conduct Quality audits related to the goods and services provided and take corrective actions to remedy any identified deficiencies

Modern day slavery and human rights

Vendors to GHD are expected to treat people with dignity and respect. As such, they will:

- comply with all applicable laws and regulations in relation to employment (including working hours, minimum wages, and employees' rights to join trade unions), equal opportunities, unfair discrimination, child and forced labour, and human trafficking
- comply with the UN Guiding Principles on Business and Human Rights
- use only voluntary labour, any form of child, forced, bonded or prison labour is prohibited
- treat employees fairly and with dignity and respect
- provide a safe and healthy workplace free from discrimination and harassment
- provide fair remuneration and working conditions
- expect these same standards of those in their supply chain and:
 - implement due diligence procedures on its supply chains, to ensure that there is no slavery or human trafficking in its supply chains;
 - maintain accurate and up to date records tracing its supply chains and the steps it has taken to minimise slavery and human trafficking

For more information, see our:

- Modern Day Slavery Statement
- Equal Employment Opportunity Policy
- Child Protection Policy
- Bullying Operational Policy
- Harassment Operational Policy
- EEO & Discrimination Operational Policy
- Grievance Handling Operational Policy
- Privacy Policy

Promote the health, safety and well-being of employees

GHD intrinsically values the safety of our people and of others affected by our operations and services. We work with Vendors who share this commitment. As such they will:

- provide necessary facilities (e.g., two means of egress to safely exit areas/buildings) and equipment (e.g., fire alarms and detection systems) to assure the health, safety and well-being of employees and visitors
- implementing programs that eliminate or reduce to So Far as Reasonably Practicable (SFARP) the risk of injury and ill health
- implementing processes that work towards minimising losses as a result of crisis or emergency events
- implement programs that promote access to health programs that positively impact the health of employees
- identify potential emergency situations, implement preventive measures, and be prepared to execute emergency response procedures
- provide relevant information related to hazardous materials and necessary occupational health and safety training

For more information, see our:

- [Health Safety and Environment Policy](#)
- [Alcohol and Other Drugs Procedure](#)
- [SAFEguards Procedure](#)
- [SMART Behaviours Procedure](#)
- [Stop Work Authority Procedure](#)

Embrace sustainability and operate in an environmentally responsible manner

GHD is committed to making the 10 principles of the [United Nations Global Compact \(UNGC\)](#) (GHD is a signatory) and the 17 Sustainable Development Goals part of its strategy culture and day to day operations. Vendors to GHD are expected to operate in a sustainable and environmentally responsible manner. As such, they will:

- openly commit to reducing their carbon footprint and taking necessary actions to identify the primary sources of emission
- work to continuously reduce the environmental impacts of their operations including natural resource consumption, materials sourcing, waste generation, wastewater discharges and air emissions

For more information, see our [Sustainability Policy](#).

Privacy and personal data

GHD is committed to complying with all applicable data or privacy protection laws. Vendors are expected to act responsibly in relation to the collection of data including personal identifying information and as such:

- taking all reasonable steps to ensure personal data is protected from misuse, loss, unauthorised access or disclosure
- establishing systems that enable appropriate access to, alteration and deletion of personal information
- if there is any breach which under any applicable data or privacy protection laws may result in the requirement for a data breach notification it must notify GHD soon as practicably possible and without undue delay

Monitoring and compliance

Vendors are required to have its own policies and procedures to ensure its compliance with this Code.

GHD may engage in monitoring activities to confirm a vendor's compliance with these expectations, including on-site assessments of facilities, use of questionnaires, review of available information or other measures to assist review vendor's performance.

Vendors are required to report to GHD any suspected or actual contraventions of this Code

GHD may disqualify any potential vendor or terminate a relationship with a current vendor that has failed to conform to these expectations and requirements.

Vendor's Supply Chain

Vendors to GHD are required to impose the same requirements as detailed herein on their supply chain.

Document Status

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