



Flexible Drive Pty Ltd

Supplier Code of Conduct



Introduction

Flexible Drive is committed to ensuring that its procurement practices are transparent, fair and responsible and uphold high standards of integrity and honesty.

With a multi-million dollar annual procurement spend and hundreds of suppliers, we are a major purchaser of a wide range of goods and services and recognise that our responsibility extends to the focussed and professional management of our supply chain.

This document establishes our expectations of suppliers, and their supply chain in providing goods and services to Flexible Drive.

Flexible Drive supports a culture committed to continuous improvement. Our objective is to work with our suppliers to identify best practice and support improvement.

Our Non-negotiable Business Principles

Flexible Drive's corporate governance framework comprising of our non-negotiable business principles guides how we do business.

The principles we operate by are:

1. We treat people with respect.
2. We are committed to safety of our employees, customers, suppliers, contractors and the public.
3. We are committed to the standards of quality as set out in ISO9001.
4. We consider the environment in everything we do, aiming to minimise our impact of our entire supply chain.
5. We believe in a culture of continuous improvement.
6. We believe management must model the way and be actively involved in business processes.
7. We comply with laws and regulations.
8. We are committed to safety and proactively manage risk.

Quality and Safety

Flexible Drive has evolved through an ongoing effort invested in seeking to understand, learning and then changing our approach, ultimately leading to the improvement of different aspects of our business.

Our philosophy is best captured through our quality management system. Far from a static document it is dynamic and aims to continually monitor and re-define our business practices to ensure continuous improvement in the development of our processes and the prevention of injuries, accidents and incidents through effective safety management systems.

We expect suppliers to Flexible Drive will:

- Be compliant with all relevant safety legislation.
- Have written health and safety policies for their employees
- Manage health and safety risks and incidents.
- Comply with all Flexible Drive specific safety requirements when on site.

Environmental Management

Flexible Drive is committed to being an environmentally sustainable organisation. Suppliers are to manage the minimisation of their environmental impact in the course of doing business and to support and encourage others where it can meaningfully do so.

We expect suppliers to Flexible Drive will:

- Be compliant with all relevant national and local laws and regulations relating to environmental performance, management and reporting.
- Commit to reduce their carbon emissions in areas within their control.
- Have a written environmental policy and that employees are informed of and knowledgeable about that document.

We are specialists in the design, manufacture and distribution of control systems and replacement parts. A field where quality and reliability is a highly valued attribute.

Corporate Governance and Ethics

Good corporate governance is at the core of operations of our business. Flexible Drive's management maintains the highest level of corporate ethics.

We expect that suppliers to Flexible Drive will:

- Manage risk, governance and compliance appropriately.
- Ensure senior management is responsible and accountable for maintaining a high level of corporate ethics.
- Strictly comply with all laws and regulations on bribery, corruption and prohibited trade and business practices.
- Conduct themselves in an ethical manner.
- Have effective processes in place to prevent or immediately disclose a conflict of interest or the appearance of a conflict of interest related to its relationship with Flexible Drive as soon as known.

Business Resilience

Flexible Drive takes a holistic and coordinated approach to risk, emergency and crisis management, business continuity and recovery. This approach ensures the safety and welfare of people, protection of our Company's assets and brand in the event of a major incident or emergency affecting Flexible Drive.

We expect that suppliers to Flexible Drive:

- Have a documented business continuity plan to minimise business disruption resulting from unplanned events which may threaten an organisation's normal operations as well as their impact on the organisation's people (employees and contractors), supply chain, facilities or IT services.

Human Rights and Workplace Conditions

Flexible Drive is committed to building and fostering a culture in which diversity is valued and to providing a workplace that is free from discrimination, harassment and bullying. We support a culture and work environment in which people have opportunities to do their best work.

We expect that suppliers to Flexible Drive will:

- Conduct their activities in a manner that respects human rights as set out in the UN Universal Declaration of Human Rights.
- Comply with all relevant and local and national laws and regulations with regard to employment practices, benefits, health and safety and anti-discrimination.
- Ensure that no forced labour, child labour or involuntary labour is used.
- Provide employees with the appropriate level of training to perform their role and comply with this code of conduct.

Flexible Drive is committed to model the way and be active participants in fostering a culture in which diversity is valued.

Community Investment

Flexible Drive aims to make a net positive contribution to our communities, people and environment.

We do not establish specific supplier expectations in relation to community activities. However, community engagement or community investment programs undertaken by suppliers, working to solve social or environmental issues, will be taken into consideration.

Diversity

Flexible Drive is committed to model the way and be active participants in fostering a culture in which diversity is valued.

We seek opportunities within our community to support employment, growth and financial and social inclusion.

We expect that suppliers to Flexible Drive will:

- Promote an inclusive workplace where employee differences in areas like gender, sexual preference, age, culture, disability and lifestyle choice are valued.

- Strive to provide a workplace that is free of direct or indirect discrimination, harassment and bullying.

Supply Chain

Flexible Drive is committed to working in partnership with our suppliers to realise the full value of our relationships and to positively contribute to our stakeholder communities and the environment.

We expect that suppliers to Flexible Drive will:

- Adopt similar principles to those outlined in this Code of Conduct, in dealing with their own significant suppliers.
- Adhere to acceptable business practices with their own suppliers, including providing timely payment.

Reporting Concerns

Flexible Drive will work closely with its suppliers to ensure they are aligned to this Code of Conduct.

Should you have any concerns about compliance or ethics issues while working for or with Flexible Drive or want to report illegal or unethical activities, email control@flexbledrive.com.au

All matters will be handled in a confidential and non-retaliatory basis.