Supplier Code of Conduct

1. PURPOSE

Platinum Electricians is committed to conducting business with integrity and maintaining a responsible supply chain. This Supplier Code of Conduct establishes the minimum standards expected of suppliers, subcontractors, consultants and other organisations providing goods or services to Platinum Electricians.

These standards cover legal compliance, ethical business practices, fair labour practices, workplace safety, environmental responsibility and ethical sourcing. Compliance is verified through supplier assessments, documentation reviews, audits and inspections.

2. SCOPE

This Code applies to all suppliers and subcontractors engaged by Platinum Electricians, including their employees, representatives and any approved subcontractors involved in delivering our goods or services.

Suppliers must communicate the relevant requirements of this Code to their personnel and take reasonable steps to promote equivalent standards within their own supply chains.

3. COMPLIANCE WITH LAWS AND CONTRACTUAL REQUIREMENTS

Suppliers must:

- Comply with all applicable laws and regulations in the jurisdictions where they operate.
- Hold and maintain the licences, registrations, permits and qualifications required for their work.
- Maintain appropriate insurance coverage and provide current evidence when requested.
- Meet agreed contractual requirements, client requirements and applicable site rules.
- Notify Platinum Electricians promptly of any licence suspension, regulatory action or other matter that may affect their ability to deliver goods or services lawfully.
- Maintain accurate records demonstrating compliance and make relevant records available for verification.

Where this Code establishes a higher standard than the legal minimum, suppliers are expected to meet that standard where lawful.

4. ETHICAL BUSINESS PRACTICES

4.1 Honesty and integrity

Suppliers must conduct business honestly, fairly and transparently. Information provided to Platinum Electricians, including quotations, invoices, qualifications, product specifications and compliance records, must be accurate and complete.

Suppliers must not falsify records, misrepresent capabilities, conceal defects or make misleading claims about the origin, performance or certification of goods and services.

4.2 Bribery, corruption and improper benefits

Suppliers must not offer, request or accept bribes, kickbacks, facilitation payments or other improper benefits.

Gifts, hospitality or incentives must not be used to influence procurement decisions, obtain preferential treatment or create an obligation for Platinum Electricians' personnel.

4.3 Conflicts of interest

Suppliers must disclose any actual, potential or perceived conflict of interest that could affect their engagement. This includes personal, financial or business relationships that may influence procurement, contract management or payment decisions.

4.4 Fair competition

Suppliers must compete fairly and must not engage in collusion, bid rigging, price fixing or other anti-competitive conduct.

4.5 Confidentiality and information security

Suppliers must protect confidential, personal and commercially sensitive information obtained through their work with Platinum Electricians.

Information must only be used for authorised purposes, accessed by authorised personnel and stored securely. Suspected data breaches, loss of information or unauthorised disclosure must be reported promptly.

5. FAIR LABOUR PRACTICES AND HUMAN RIGHTS

5.1 Freely chosen employment

Suppliers must not use forced, bonded, trafficked or involuntary labour. Workers must be free to leave employment in accordance with lawful notice requirements.

Suppliers must not retain workers' identity documents, impose unlawful recruitment fees or use threats, coercion or debt to restrict workers' freedom.

5.2 Child labour and young workers

Suppliers must not employ workers below the applicable legal minimum working age.

Young workers and apprentices must receive appropriate training and supervision. They must not be assigned work prohibited by law or work beyond their demonstrated competence.

5.3 Wages, entitlements and working hours

Suppliers must provide lawful wages, superannuation, leave and other employment entitlements.

Working hours, overtime arrangements and rest periods must comply with applicable requirements.

Employment terms must be communicated clearly, and workers must receive accurate records of payment. Unlawful deductions and practices designed to avoid employment obligations are prohibited.

5.4 Respectful and inclusive workplaces

Suppliers must provide workplaces free from bullying, harassment, discrimination, intimidation and abuse.

Recruitment, development and employment decisions must be based on lawful, relevant criteria.

Workers must be treated with dignity and respect.

5.5 Freedom of association and raising concerns

Suppliers must respect workers' lawful rights to freedom of association and collective bargaining.

Workers must be able to raise concerns about employment conditions, safety or unethical conduct without retaliation.

6. WORKPLACE HEALTH AND SAFETY

Suppliers must provide a safe working environment and manage risks associated with their activities, equipment, products and services.

Suppliers and subcontractors must:

- Identify hazards, assess risks and implement suitable controls before work begins.
- Provide competent personnel with appropriate training, licences and supervision.
- Maintain safe plant, tools and equipment, including required inspections and servicing.
- Provide appropriate personal protective equipment and ensure its correct use.
- Prepare and follow safe work documentation, including safe work method statements where required.
- Comply with Platinum Electricians' and clients' induction, permit and site safety requirements.
- Coordinate work with other contractors and protect workers, occupants and the public.
- Manage fatigue and ensure personnel are fit for work.
- Report hazards, incidents, near misses and unsafe conditions promptly.
- Stop work where an uncontrolled risk presents a danger and resume only after suitable controls are implemented.

Suppliers must cooperate with incident investigations and implement agreed corrective actions.

7. ENVIRONMENTAL RESPONSIBILITY

Suppliers must manage the environmental impacts of their operations and comply with applicable environmental laws, approvals and site requirements.

Suppliers must:

- Prevent pollution and control risks from spills, emissions, dust, noise and contaminated runoff.
- Store, handle and transport chemicals and hazardous materials safely.
- Dispose of waste through authorised and appropriate channels.
- Separate and recycle materials where practicable, including packaging, metals and electrical waste.
- Manage hazardous waste, batteries and other regulated materials appropriately.
- Seek practical opportunities to reduce energy use, water consumption and material waste.
- Consider durability, repairability, efficiency and environmental impacts when supplying products.
- Report environmental incidents promptly and cooperate with remediation.
- Make accurate, supportable environmental claims about products and services.

Platinum Electricians encourages suppliers to identify improvements that support more efficient resource use and reduced environmental impacts.

8. ETHICAL SOURCING AND SUPPLY CHAIN DUE DILIGENCE

Suppliers must take reasonable steps to understand where their goods and materials originate and assess relevant ethical, labour and environmental risks.

These steps must be proportionate to the nature of the goods or services, the countries of origin and the complexity of the supply chain.

Suppliers must:

- Assess relevant risks of modern slavery, forced labour, child labour and unsafe working conditions.
- Use legitimate sources for goods and materials.
- Provide information about manufacturers, countries of origin and product traceability when reasonably requested.
- Verify that products meet applicable safety, quality and certification requirements.
- Avoid counterfeit, stolen, illegally sourced or deliberately misrepresented goods.
- Communicate equivalent ethical sourcing expectations to their own suppliers.
- Investigate credible concerns and take appropriate corrective action.

Where a sourcing risk is identified, suppliers must cooperate with Platinum Electricians to assess the issue and agree on suitable controls or remediation.

9. QUALITY AND SERVICE STANDARDS

Suppliers must provide goods and services that meet agreed specifications, applicable standards and contractual requirements.

Suppliers must:

- Deliver work within their qualifications and demonstrated capabilities.
- Supply compliant products with required certificates, warranties and supporting documentation.
- Maintain appropriate quality checks and records.
- Obtain approval before making material substitutions or changes to agreed requirements.
- Notify Platinum Electricians promptly of defects, delays or circumstances affecting delivery.
- Rectify defective or non-conforming goods and services in accordance with contractual obligations.

10. SUBCONTRACTOR ONBOARDING AND MANAGEMENT

Subcontractors are onboarded and audited under Platinum Electricians' Contractor Management Procedure.

The onboarding process includes verification of relevant requirements, which may include:

- Business details, trade licences and registrations.
- Insurance coverage.
- Qualifications, competencies and relevant training.
- Safety systems, risk assessments and safe work documentation.
- Plant and equipment inspection records.
- Required inductions and site approvals.
- Acceptance of applicable contractual and conduct requirements.

Subcontractors must keep this information current throughout their engagement and advise Platinum Electricians of material changes.

Where further subcontracting requires approval under the contract, approval must be obtained before engagement. Approved subcontracting does not remove the supplier's responsibility for meeting agreed requirements.

11. VERIFICATION, AUDITS AND INSPECTIONS

Platinum Electricians verifies compliance through activities appropriate to the supplier's work and risk profile. These may include pre-engagement assessments, document reviews, site inspections, supplier audits and follow-up checks.

Suppliers must:

- Cooperate with reasonable audits and inspections.
- Provide accurate and current evidence relevant to compliance.
- Facilitate access to relevant work areas, records and personnel, subject to lawful access and confidentiality arrangements.

- Respond to findings within agreed timeframes.
- Implement corrective actions and provide evidence of completion.

Verification may cover licences, insurances, employment practices, safety controls, environmental management, product compliance and ethical sourcing.
Subcontractor audits are managed in accordance with the Contractor Management Procedure.
Verification does not relieve suppliers of their own legal or contractual responsibilities.

12. REPORTING CONCERNS AND BREACHES

Suppliers must promptly report suspected or actual breaches of this Code that relate to goods or services supplied to Platinum Electricians.
Concerns may be reported to the relevant Platinum Electricians contract manager, HSEQ representative or senior management. Immediate safety or environmental risks must also be reported through the applicable site incident process.
Suppliers must cooperate with investigations, preserve relevant records and take action to prevent further harm.
Platinum Electricians expects concerns to be raised in good faith and prohibits retaliation against anyone who reports a concern or assists an investigation in good faith.

13. CORRECTIVE ACTION AND CONSEQUENCES

Where non-compliance is identified, Platinum Electricians will assess its seriousness, impact and the supplier's willingness and ability to address it.
Depending on the circumstances, Platinum Electricians may:

- Request further information or supporting evidence.
- Require a corrective action plan with responsibilities and completion dates.
- Conduct follow-up audits or inspections.
- Restrict or suspend work or procurement.
- Require replacement of non-compliant goods or personnel.
- Terminate the engagement in accordance with contractual rights.
- Refer matters to relevant authorities where required.

Serious breaches or immediate risks may require action before a corrective action period is provided.
Where people have been harmed, corrective action should consider appropriate remediation as well as prevention.

14. RESPONSIBILITIES

Suppliers and subcontractors are responsible for meeting this Code, communicating relevant requirements to their personnel, maintaining evidence and reporting concerns.
Platinum Electricians personnel responsible for procurement and contract management are responsible for communicating the Code, considering supplier risks and escalating identified concerns.
HSEQ supports relevant compliance assessments, subcontractor audits, investigations and corrective action monitoring.
Senior management oversees implementation and decisions concerning significant or unresolved breaches.

15. ACCEPTANCE AND REVIEW

Suppliers must acknowledge this Code when requested as part of onboarding, procurement or contract renewal and ensure relevant personnel understand its requirements.

This Code will be reviewed periodically and following significant changes to legal requirements, business operations or identified supply chain risks.
Related document: Contractor Management Procedure

Supplier Acknowledgement
We acknowledge that we have read and understood Platinum Electricians' Supplier Code of Conduct and agree to comply with its requirements in delivering goods or services to Platinum Electricians.