

POL_CO_001
Vendor Code of Conduct

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Revision Control

Rev	Description of Change	Updated By	Reviewed By	Approved By	Date
1	Initial Release	Megan Hossack	Joe Guerra, Dayan DeSilva, Progility Legal Team	Megan Hossack	08.12.22
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1. Introduction

At Progility Technologies (Progility), we are committed to conducting our business with honesty, integrity, in accordance with high legal and ethical standards, and with respect for each other and with those with whom we do business.

This Vendor Code of Conduct sets out the minimum standards Progility requires of any Vendor that supplies goods or services to Progility.

Vendors are expected to be aware of and understand this Vendor Code of Conduct, communicate it to those who need to know within their organisations, and ensure that its business and supply chain meet these minimum standards.

Progility may amend or update this Vendor Code of Conduct at any time. The most recent version of this document will be publicly available on Progility's website (www.Progility.com.au).

2. Business Practices & Good Corporate Governance

Progility expects its Vendors to:

- a) conduct their business operations according to the laws and regulations that operate in the places in which they do business and in accordance with principles of good corporate governance;
- b) not engage in any form of corruption, extortion, fraud, bribery or facilitation payments;
- c) not offer or receive any inducement to doing business or to do something dishonest or illegal;
- d) treat its own Vendors fairly and ethically; and
- e) avoid any actual, potential or perceived conflict of interests in its dealings with Progility, including financial interests, and advise Progility of any actual, potential or perceived conflict of interest.

Progility encourages interested parties including vendors to raise any relevant concerns regarding this Code to compliance@progility.com.au.

3. Quality and Continuous Improvement

Progility is committed providing high quality products, services and communication to our customers.

Progility expects its Vendors to support Quality and Continuous Improvement by:

- a) communicating in a timely manner on any issues which may impact delivery or quality;
- b) assisting with timely responses to address customer concerns or complaints; and
- c) responding to Vendor Corrective Action Requests (VCARs) where documented responses are requested to resolve non-conformances.

Our Quality Policy is available to view on our website (www.progility.com.au)

4. Workplace Health and Safety

Progility Technologies is committed to conducting business in such a way as to create a culture that protects the health and safety of all persons at the workplace and actively encourages safe working practices.

We believe that everyone is responsible for helping to achieve our goal of Zero Harm, and expect our Vendors to:

- a) Work in a safe manner at all times and comply with WHS Act, Regulations, Codes of Practice and Australian Standards applicable in the State the works are carried out;
- b) Ensure all workers under their control have the appropriate skill, qualification and training to deliver services in a safe manner;
- c) Follow all requirements of Progility customers relating to WHS where performing work at their sites, including completing any induction training and providing risk assessments such as Safe Work Method Statements (SWMS) if requested
- d) Provide evidence of Workers Compensation Certificate and Product and Public Liability insurance to Progility when requested;
- e) Report incidents to Progility or our Customer which result in injury or ill-health occurring at a Progility or Progility's Customer Site; and
- f) Report hazards to Progility or our Customer which are identified whilst working at a Progility or Progility's Customer Site.

Our WHS Policy is available to view on our website (www.progility.com.au)

5. Environment & Sustainability

Progility is committed to an environmentally conscious workplace, with a goal of minimising the environmental impact of our business.

Progility expects its Vendors to demonstrate their commitment to minimise environmental impact by:

- a) complying with the standards of environmental protection required under applicable laws; and
- b) minimising environmental pollution in its business and operations, consistent with good industry practice.

Our Environmental Policy is available to view on our website (www.progility.com.au)

6. Community

Progility is committed to respecting and engaging with the community in which our business operates. We expect our Vendors to be polite and respectful towards both Progility personnel and Progility's customers, neighbours and local community.

Wherever appropriate, Progility sources products and services from local Vendors and we encourage our Vendors to do the same.

7. Cybersecurity

Progility places high importance on cybersecurity protection and we expect our Vendors to support us in this endeavour. Vendors must:

- a) support Progility to comply with the Security of Critical Infrastructure Act 2018 (Cth) (which requires relevant entities to report cyber incidents) by notifying Progility immediately of any cyber related disruptions or breaches and otherwise assist Progility in relation to information technology (IT) and cybersecurity matters;
- b) work with Progility to protect Progility's IT systems and information and business processes from cyber related disruptions or breaches; and
- c) implement appropriate technical solutions and security measures to protect Progility's data and information and help protect Progility from cyber breaches and unauthorised IT access.

8. Privacy, Confidentiality & Intellectual Property

Progility is committed to complying with laws relating to the protection of people's privacy and values the confidentiality of business information.

Progility has a Privacy Policy (available at [Progility Technologies I Privacy Policy](#)) and expects its Vendors to comply with privacy laws. We also expect Vendors to comply with the confidentiality provisions in the Vendor's agreements with Progility.

Vendors must also:

- a) comply with all applicable laws relating to intellectual property (IP) rights; and
- b) protect and respect the IP rights of Progility, including not using Progility's IP without our prior written approval.

9. Labour & Human Rights

Progility believes that all workers in its supply chain, whether in Australia or other countries, deserve to be treated with dignity and respect. Vendors must:

- a) comply with the Modern Slavery Act 2018 ([Modern Slavery Act 2018 \(legislation.gov.au\)](#)) and relevant regulations and codes (which require certain entities to report on the risks of modern slavery in their operations and supply chains and their actions to address those risks), if applicable to their business, and support Progility to comply with its obligations;
- b) not use, or facilitate the use of, forced labour, human trafficking, deceptive recruiting for labour or services, or other acts of modern slavery;
- c) honour the right to reasonable compensation and guarantee applicable national statutory minimum wages;
- d) uphold equal opportunities for, and treatment of, its employees irrespective of nationality, race, disability, age, gender and other attributes protected by law; and
- e) not tolerate unacceptable treatment of its personnel, such as physical or psychological abuse, harassment or discrimination.

10. Vendor Governance & Reporting

Progility expects its Vendors to monitor their compliance (and that of their supply chains) with this Vendor Code of Conduct. If a Vendor becomes aware of an issue, the matter should be reported to Progility as soon as possible and action may need to be taken by the Vendor and/or Progility to remedy the issue.

11. Questions or Further Information

Any questions in relation to this Vendor Code of Conduct should be directed to Progility's compliance inbox at compliance@progility.com.au

