

Supplier Code of Conduct

1 **PURPOSE**

The Supplier Code of Conduct policy applies to all Australian Gas Infrastructure Group (AGIG) contractors, sub-contractors and suppliers. The policy identifies the code of conduct requirements as referenced in the Business Ethics section of the AGIG Sustainable Procurement Statement and apply to all Procurement activities within AGIG projects and operations.

2 **POLICY**

2.1 ***Bribery and Corruption***

AGIG does not tolerate bribery or corruption in any form. Employees, suppliers and contractors aware of any inappropriate or unlawful activity have a duty to report concerns to their management or through the 'whistle-blower' hotline provided by Grant Thornton, which can be accessed confidentially by phone: 1300 656 894 or by email: <mailto:agig@myvault.net.au>. AGIG takes these concerns seriously and, if required, will escalate these to the relevant authorities.

2.2 ***Transparency, Confidentiality and Fairness***

AGIG ensures all suppliers are treated fairly at all stages of the procurement process, providing transparency with all parties involved, so that everyone understands the elements of the process. Supplier confidentiality is safe-guarded (unless required by law to disclose any information) at all stages of the procurement process, as is information disclosed by AGIG to suppliers or potential suppliers.

2.3 ***Conflicts of Interest***

AGIG requires employees, suppliers and contractors involved in a procurement activity to declare any personal interest which may affect, or be seen to affect, their impartiality, or judgement, in respect of their duties. If an employee is faced with a possible conflict of interest, the conflict must be declared, the circumstances discussed with management and any recommended action taken to avoid any real or perceived conflict of interest. If a supplier or contractor is faced with a possible conflict of interest, the conflict must be declared to the AGIG procurement team.

2.4 ***Offers of Gifts or Hospitality***

AGIG employees involved in any stage of a tendering process, must not accept an offer of hospitality, gifts, travel or accommodation (collectively 'gifts') of any value from any organisation involved in a procurement activity with AGIG without declaring the gift to their Manager or the Executive Management Team. At times some travel to visit (existing or potential) contractors or suppliers may be required and the contractor or supplier may offer to bear these costs. In these instances, the circumstances will be discussed and agreed with management. Likewise, contractors and suppliers must not make offers of gifts or hospitality where a potential conflict or act of bribery may arise.

3 **BOUNDARIES**

Scope: This policy applies to AGIG contractors, sub-contractors and suppliers.

Exceptions: All AGN operational procurement is managed by APA Group under the existing Operating and Management Services Agreement.

4. **CHANGE MECHANISM**

Owner: Head of Contracts & Procurement

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Review Frequency: This policy will be reviewed every two years by the Head of Contracts & Procurement