

Supplier Code of Conduct

McMillan Shakespeare Group of Companies



McMillanShakespeareGroup

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MMS Supplier Code of Conduct

McMillan Shakespeare (MMS) is committed to ensuring we work with our suppliers fairly, transparently and with the highest level of integrity. We are committed to delivering our strategies and operational objectives in accordance with all applicable laws, regulations, bylaws and codes, and we expect all our suppliers to also work within these frameworks.

This Code is not intended to supersede any legal, regulatory, or contractual obligations. The Code is to establish a minimum set of Supplier standards, and Suppliers should refer to respective supply agreements, contracts and purchase orders with MMS. In the case of any conflict with supply agreements, contracts and purchase orders that may place additional or higher obligations than those set out in this Supplier Code of Conduct, suppliers must ensure they comply with those additional or higher obligations.

Business Conduct

MMS expects our suppliers to conduct business in an ethical manner at all times. Suppliers are expected to abide by all anti-bribery, corruption and money laundering laws. Any real or perceived conflict of interest is to be declared to MMS as soon as it becomes or ought reasonably to become apparent.

Environmental Management

Suppliers are to manage their environmental impact and maintain responsible environmental policy and practices. MMS expects that suppliers comply with all relevant regulations and legislation relating to environmental performance and management.

Labour and Human Rights

MMS expects suppliers to comply with all employment related legislation, including but not exclusive to fair wage and working conditions, and anti-discrimination legislation.

Non-discrimination

Subject to applicable laws, suppliers must not discriminate against any existing or prospective worker based on race, ethnicity, gender, age, disability, religion, marital status, gender identity, political beliefs, union affiliation, sexual orientation, gender identity, nor any other status protected by law within the jurisdiction in which the Supplier operates.

Bullying and Harassment

Suppliers are to provide a working environment free from workplace bullying, harassment, victimisation and abuse.

Forced, Compulsory, Child and Underage labour

Suppliers must not use any form of bonded, forced or compulsory labour, engage in slavery nor human trafficking. All labour should be freely given and employees free to leave in accordance with the relevant workplace legislation.

Suppliers must ensure that no child labour is used, employing workers who are of the applicable minimum age under labour law.

Modern Slavery reporting

MMS expects that all suppliers legally required to supply a Modern Slavery statement under the relevant jurisdictions do so as required.

Freedom of Association

Suppliers are expected to allow workers to choose to join (or not) industrial organisations, and engage in lawful industrial activity without discrimination, intimidation or harassment.

Workplace Health and Safety

It is expected that all MMS suppliers provide their employees, contractors and sub-contractors a safe working environment.

Suppliers must comply with all relevant Workplace Health and Safety and worker's compensation legislation, and have adequate systems in place to deal with and respond to incidents and workplace health and safety emergencies.

Suppliers must notify MMS of incidents including workplace health and safety emergencies arising when or in connection with servicing MMS' staff and/or customers.

Privacy

If provided with customer data by MMS, suppliers must apply data privacy and security protections to the minimum standards set out in MMS' privacy policy and any further protections required under any laws or supplier agreement in place.

Suppliers who collect, use or store our customer's information must have procedures in place to ensure all obligations under MMS privacy policy, individual supplier arrangements and applicable privacy laws are met. Any breach, or potential breach of these policies, arrangements, laws or standards is to be reported to MMS as soon as it becomes or ought reasonably to become, apparent.

Compliance to Supplier Code of Conduct

It is expected that all suppliers adhere to the MMS Supplier Code of Conduct. MMS may ask the supplier to conduct self-assessment against the Code of Conduct. MMS expects that these assessments will be completed promptly honestly and completely.

Where the MMS group believes the supplier is or may be, in breach of the Code, MMS may review or audit the supplier's compliance. If this action is necessary to determine compliance, suppliers are to provide all requested assistance, including providing any information and documentation requested by MMS. Any actual or potential non-compliance to the Code that is deemed by MMS to be material may result in the termination of the supplier relationship.