

QSE-OP-24 Supplier Code of Conduct Procedure

Purpose

Taylor's reputation and success depend upon the commitment that our Suppliers make to understand and uphold Taylor's values and to behave ethically in all business dealings. As our Supplier, you are expected each day to make the commitment to uphold the standards of business conduct outlined in the Taylor Supplier Code of Conduct (the Code). We appreciate your support in continuing to make Taylor a great company.

We build our Projects together with our Suppliers; we value our relationships and value working well together. We are committed to the highest levels of legal, ethical, and moral standards and place business ethics and Corporate Social Responsibility (CSR) at the forefront of our business dealings. By incorporating Environmental, Social and Governance (ESG) principles into our procurement processes and policies, we are ensuring that our partnerships with our Suppliers are conducted in a manner that aligns with our principles.

Scope

A set of expectations for our suppliers, consultants, contractors and subcontractors (suppliers).

Peak Bodies, Legislation, Codes & Standards

- Work Health and Safety Act 2011 – <https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010>
- Safework NSW – Codes of Practice - <https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice>
- Global Reporting Initiative – <https://www.globalreporting.org/>
- UN Global Compact – <https://unglobalcompact.org/what-is-gc/mission/principles>
- Supply Chain Sustainability School – <https://www.supplychainschool.org.au/>
- ISO 14001 (Environmental Management System).
- Australian Competition and Consumer Commission (ACCC) – <https://www.accc.gov.au/>
- The Privacy Act 1988 – <http://www.legislation.gov.au/Details/C2023C00130>
- ISO 9001 (Quality Management System)
- UN Universal Declaration of Human Rights – <https://www.un.org/en/about-us/universal-declaration-of-human-rights>
- Australian Human Rights Commission – <https://humanrights.gov.au/about>
- Fair Work Ombudsman – <https://www.fairwork.gov.au/about-us/legislation/the-fair-work-system>
- Fair Work Act 2009 -<https://www.legislation.gov.au/Details/C2021C00421>
- Modern Slavery Act 2018 (Cth) – <https://legislation.nsw.gov.au/view/html/inforce/current/act-2018-030>
- SA8000 (Social Accountability)
- NSW Government Supplier Code of Conduct – <https://info.buy.nsw.gov.au/policy-library/policies/supplier-code-of-conduct>
- Racial Discrimination Act 1975 (Cth) – <https://www.legislation.gov.au/Details/C2022C00366>
- Sex Discrimination Act 1984 (Cth) – <https://www.legislation.gov.au/Details/C2023C00003>
- Disability Discrimination Act 1992 – <https://www.legislation.gov.au/Details/C2022C00367>
- Age Discrimination Act 2004 – <https://www.legislation.gov.au/Details/C2023C00124>
- Australian Human Rights Commission Act 1986 – <https://www.legislation.gov.au/Details/C2022C00369>
- Corporations Act 2001 - <https://asic.gov.au/about-asic/asic-investigations-and-enforcement/whistleblowing/whistleblower-rights-and-protections/>

| Document Name | Prepared By | Approved By | Last Review | Version No | Number of Pages |
|--|--------------|------------------|-------------|------------|-----------------|
| QSE-OP-24 – Supplier Code of Conduct Procedure | Robert Smith | Stephen Williams | 24.02.2024 | 4 | 1 of 7 |

Definitions - Nil

Acronym's

| Acronym | Word/Phrase |
|---------|------------------------------|
| SHaW | Safety, Health and Wellbeing |

Application

Taylor seeks to work with its Suppliers to meet and exceed minimum expectations and mandatory requirements and continuously strive to improve the standard of our business practices. We expect that all Taylor Suppliers will adhere to high standards of safe working conditions, fair and respectful treatment of employees, and ethical practices.

By Supplier, Taylor means any entity that supplies goods or services (directly or indirectly), including construction works and services, to Taylor. Where this Code refers to workers, it includes employees, sub-contractors, agency staff and temporary staff of the Supplier and its related entities.

Review of this procedure is to be conducted at 2-year intervals and/or following significant changes or introductions of new legislations relevant to its application.

Compliance with Expectations

All Taylor Suppliers are expected to read and understand the Code and act consistently throughout their operations. We expect our Suppliers to take reasonable steps to ensure their workers, suppliers or other third parties in their supply chain act consistent with this Code.

High standards of ethical behaviour and compliance with laws and regulations are essential to uphold our business reputation. By behaving ethically, complying with legal and industry requirements, and seeking to implement best practice in our industry we set ourselves up for long-term success.

Supplier's demonstrated commitment to the standards expected within the Code will be considered when evaluating suitability, and feasibility, at tender interview.

Audit, Risk Assessment and Reporting

Taylor conducts due diligence prior to engaging Supplier's. Demonstrated commitment to the standards expected within the Code will be considered when evaluating suitability, and feasibility, at tender interview. We expect that our Suppliers uphold the same standard of due diligence in adherence with the Code.

Our Suppliers are expected to self-assess their compliance with this Code and take timely action to correct any deficiencies or breaches reported or identified by audit, risk assessment, or review. Suppliers are encouraged to raise concerns, discuss, and pursue clarification if needed. Suppliers may be asked to provide evidence and confirmation of their compliance with the Code and are expected to cooperate and support Taylor with those requests.

Additionally, Taylor and its Suppliers when engaged on an NSW Government project are required as a minimum to adopt the expectations and behaviours contained in the NSW Government Supplier Code of Conduct.

The requirements of a Contract Agreement must be complied with by the Supplier, even if those terms are more onerous than the expectations of this Code.

Enforcement

We will work closely with Suppliers to build their capacity and capability to meet the Code's requirements; as necessary providing guidance, resources, and support to assist Suppliers to achieve expectations. We will collaborate with Suppliers to create actionable plans to address recognised concerns and improve compliance.

For cases of significant nonconformity Taylor may issue time-framed rectification warnings for non-compliance with the Code. Non-compliance may lead to termination of the Supplier relationship.

| Document Name | Prepared By | Approved By | Last Review | Version No | Number of Pages |
|--|--------------|------------------|-------------|------------|-----------------|
| QSE-OP-24 – Supplier Code of Conduct Procedure | Robert Smith | Stephen Williams | 24.02.2024 | 4 | 2 of 7 |

Corporate Governance

Commitment to sound management administration, risk, and corrective action systems, are key to a reliable supply chain. Suppliers are expected to maintain sound administration processes. We encourage suppliers to continually assess and improve their practices in alignment with the Code.

We expect our Suppliers to comply with all applicable laws, regulations, and standards within NSW and Australia and comply with Taylor Policies and Procedures and provide accurate and transparent information about their products, processes, and supply chain to Taylor.

Safety, Health and Wellbeing

At Taylor, safety is a deep commitment that underpins and drives everything we do, we expect our Suppliers to place the Health and Safety of all workers at the forefront of their priorities, and to.

- ensure the health and safety of all workers, contractors, visitors, and members of the public affected by their work activities and take all reasonably practicable steps to eliminate or minimise risks to Safety, Health, and Wellbeing (SHaW), including psychological wellbeing.
- comply with all applicable laws and regulations relating to ShaW, read, understand, and adhere to all Taylor SHaW Management Plans, Policies, and Procedures, including following reasonable directives on Taylor worksites.
- ensure all workers are provided with adequate training to carry out their duties and responsibilities, adequate numbers of competent supervisors must be on site, workers must speak up and stop any tasks or items of work that are, or could become, unsafe. Suppliers must not allow a worker to undertake work when the worker’s job performance is impaired by drugs (legal or illegal), alcohol or other substances.
- Suppliers must report any SHaW incidents or near misses occurring on a Taylor worksite to the Taylor team.

Sustainability and Environmental Management

Taylor aims to work with our Supplies to reduce any negative environmental and social impacts, we ask our Suppliers to.

- minimise their environmental impact through waste reduction, energy efficiency, responsible resource use, management, and reduction of pollution and emissions (including greenhouse gases), recycling natural resources, energy, water, and raw materials. To respect and protect local ecosystems and biodiversity of Taylor worksites. Take reasonable steps to influence your supply chains to reduce their environmental impact.
- comply with Taylor Policies and Procedures for sustainability and environment and share in our values and commitment to achieve our environmental objectives. Where required, implement, and maintain a project specific environmental plan to manage activities deemed to have real or potential environmental impact.
- offer sustainable alternatives when providing goods and services to deliver more sustainable outcomes and comply with Contract provisions for sustainability and Environment.

Competition, Anti-trust, Anti-corruption including Conflicts of Interest

Suppliers should not engage in bribery, corruption, or any other unethical practices, and should have systems in place to prevent such activities, our Suppliers must.

- commit to engaging in fair and open competition, refraining from practices that restrict competition or engage in anti-competitive behaviour such as price-fixing, bid rigging, or other practices that manipulate prices or eliminate competition in the market. Not impose exclusive dealing arrangements that restrict customers from purchasing from competitors.
- not offer, promise, or giving bribes, kickbacks, or improper payments to any individual or entity, to obtain or retain business. Not share sensitive or proprietary information with competitors that could harm competition or customer interests. Exercise caution when offering gifts, hospitality, or entertainment to customers, partners, or government officials, ensuring they are reasonable, transparent, and within legal limits.
- maintain accurate and transparent records of all transactions, financial dealings, and interactions, ensuring compliance with anti-corruption laws. Be transparent in your business dealings, providing accurate and honest information to customers and partners.
- educate your employees and stakeholders on competition, anti-trust, and anti-corruption laws, as well as the importance of ethical conduct and establish mechanisms for employees and stakeholders to report suspected violations of competition, anti-trust, or anti-corruption policies without fear of retaliation – Whistleblower Protections.
- disclose any actual or potential conflicts of interest that could compromise fair competition or ethical behaviour.

| Document Name | Prepared By | Approved By | Last Review | Version No | Number of Pages |
|--|--------------|------------------|-------------|------------|-----------------|
| QSE-OP-24 – Supplier Code of Conduct Procedure | Robert Smith | Stephen Williams | 24.02.2024 | 4 | 3 of 7 |

Data Protection, Privacy, Confidentiality and Cyber Security

We ask our Suppliers to comply with all relevant data protection, privacy, confidentiality, and cybersecurity laws and regulations, and commit to standards for data protection, privacy, confidentiality, and security including:

- collecting and processing Taylor data or personal data only for legitimate business purposes, following applicable data protection laws and regulations. Obtaining proper consent from individuals before collecting, processing, or sharing their personal data with Taylor. Limiting the collection and retention of Taylor data and personal data to what is necessary for the intended purpose. Ensuring the accuracy and reliability of the personal data they collect and maintain mechanisms for data correction.
- implementing appropriate technical and organisational measures to protect Taylor data from unauthorised access, loss, disclosure, alteration. Protecting confidential information shared by Taylor with our Suppliers and restricting access to confidential information to authorised personnel only.
- having a clear plan for detecting, reporting, and responding to data breaches, including notification to affected parties and collaborate to resolve breaches. Regularly assessing and addressing vulnerabilities in systems and applications to prevent cyberattacks.

Quality Assurance – Product and Service Conformance

At Taylor, we pride ourselves on maintaining high standards and ensuring consistency in our supply chain. We are committed to ethical business practices, quality, and compliance with relevant laws and regulations. It is important to Taylor that our Suppliers deliver products and services that meet or exceed agreed-upon specifications, requirements, and performance standards. We require our Suppliers to.

- establish and maintain an effective quality management system to ensure consistent product and service conformance. That should include appropriate and adequate documentation, process controls, corrective actions, and continuous improvement.
- Understand, comply, and control process for design, technical, functional, performance specifications, provisions for process controls, testing, inspections, and audits as required in supply of goods or performance of your scope of works to comply with your contract agreement with Taylor and/or manufacturer's requirements.
- place emphasis on the importance of ongoing improvement in product and service quality and encourage suppliers to identify opportunities for enhancing their processes and products.

Social Responsibility

Taylor has expectations of our Suppliers in terms of their alignment with Taylor's principles for diversity and inclusion, our impact on society, including social procurement, and community engagement. We value our Suppliers that engage positively with local communities and contribute to their social and economic development and ask our Suppliers to.

- join with Taylor to encourage, support, and implement initiatives that support community investment and development. Support the local and broader community, through engagement with a variety of local enterprises, aboriginal businesses, and community groups. Respecting local cultures, traditions, and values when working on Taylor worksites.
- support and engage local, disadvantaged and minority group suppliers. Demonstrate a commitment to skills and diversity targets that align with Taylor's commitment to diversity and inclusion on our worksites and premises. Report on the nature and extent of local community engagement associated with Taylor projects where contractually required.
- contribute towards the growth in employment of apprentices, trainees, young people, females, and Aboriginal and Torres Strait Islander people. Support sustainable growth of Aboriginal businesses If required provide information on your social responsibility initiatives, including progress and challenges.
- accurately and honestly complete Subcontractor Tender Interview and Assessment Questionnaires; including number of employees, working hours of employees, WHS practices, safety incidents and injuries, labour force composition, Green Star, workers compensation and other insurance, environmental practices, training, and induction, ATSI participation, female participation, apprentice or trainee participation, payment of workers entitlements, modern slavery, and follow through on those commitments.

| Document Name | Prepared By | Approved By | Last Review | Version No | Number of Pages |
|--|--------------|------------------|-------------|------------|-----------------|
| QSE-OP-24 – Supplier Code of Conduct Procedure | Robert Smith | Stephen Williams | 24.02.2024 | 4 | 4 of 7 |

Labour and Human Rights

Taylor is committed to ethical business practices, respect for human rights, and compliance with relevant Australian laws and international standards. We ask our suppliers to demonstrate a commitment to human rights and fair employment and engagement practices. These practices must be in accordance with the UN Universal Declaration of Human Rights.

Taylor believes that all workers in its supply chain deserve to be treated with dignity, respect and in a manner, which complies with Commonwealth Workplace Laws. We acknowledge that some workers may be vulnerable workers, considering factors such as their age, experience, and immigration status, and that it is particularly important to ensure such workers are made aware of their rights under Commonwealth Workplace Laws to mitigate against their risk of exploitation. Suppliers must engage their workers lawfully and integrate appropriate labour and human rights policies and practices into their business and broader supply chains.

All people working in Australia under the Fair Work system are entitled to general workplace protections under The Fair Work Act 2009 (FW Act)

Our suppliers are expected to make all reasonable efforts to ensure that businesses within their supply chain are not engaged in, or complicit with, labour or human rights abuses.

Discrimination, Bullying and Harassment

Subject to applicable laws, Suppliers must not discriminate against any worker based on age, disability, ethnicity, gender, marital status, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by law, in recruitment, employment or other worker engagement practices.

Suppliers are expected to

- commit to a workplace free from workplace bullying, harassment, victimisation, and abuse
- not to bully any workers on Taylor worksites or threaten any workers with, or subject them to, unlawful or inhumane treatment. This includes, but is not limited to, abuse and harassment which can be verbal, physical, sexual, or psychological.
- incorporate prevention and risk management practices, and victimisation protections into their policies and procedures. Taylor has a zero-tolerance approach to victimisation.

Modern Slavery

Australia's Modern Slavery Act 2018 (Cth) requires Taylor to report on their efforts to identify and address risks of modern slavery in their operations and supply chains. Common modern slavery practices in the property and construction sector include forced or unpaid work, unsafe conditions, bonded or child labour, inadequate accommodation, passport confiscation, human trafficking.

We expect our Suppliers to support our efforts, and to comply with all relevant Australian laws and regulations related to modern slavery and labour rights, including the Modern Slavery Act. Our criteria for selecting and engaging suppliers, includes an evaluation of their efforts to prevent modern slavery and their willingness to collaborate on addressing these issues.

Our Suppliers must.

- conduct thorough risk assessments to identify and address potential modern slavery risks in their operations and supply chains regardless of their reporting status.
- uphold fair labour practices, including freedom of association, collective bargaining, fair wages, safe working conditions, and reasonable working hours.
- prohibit the use of child labour and set guidelines for employing young workers in compliance with relevant laws and international standards.
- prohibit forced labour, debt bondage, human trafficking, and any form of involuntary servitude.
- employ only workers that have legitimate current work rights to work in Australia.
- provide workers with information about their rights, the risks of modern slavery, and available reporting mechanisms.
- establish mechanisms for workers and other stakeholders to report concerns or grievances related to modern slavery, with clear procedures for investigation and remediation.
- develop internal capacity to manage and mitigate modern slavery risks effectively, and upon reasonable request provide reports on your efforts to combat modern slavery, including progress, risks, challenges, and future plans.
- promote collaboration with industry peers, and other stakeholders to share best practices and collectively address modern slavery challenges.
- be aware that use of temporary and outsourced labour should be within the limits of the law and use all reasonable endeavours to ensure that the third-party recruitment agencies it uses are compliant with the provisions of this Code and applicable law.

| Document Name | Prepared By | Approved By | Last Review | Version No | Number of Pages |
|--|--------------|------------------|-------------|------------|-----------------|
| QSE-OP-24 – Supplier Code of Conduct Procedure | Robert Smith | Stephen Williams | 24.02.2024 | 4 | 5 of 7 |

- be responsible for payment of all recruitment-related fees and expenses in recruiting foreign contract workers either directly or through third party agencies.
- promote education and awareness of modern slavery risks within your operations and supply chains.
- take all reasonable efforts to ensure that businesses within their supply chain are not engaged in, or complicit with human rights abuse.
- avoid where possible sourcing minerals from conflict-affected regions that contribute to human rights abuses or violence. Provide transparency into their supply chains, including the origins of raw materials, to prevent unethical practices.

Working Hours, Wages and other Benefits

Respect for workers’ rights and compliance with labour standards are the foundation of decent work. To promote raised living standards of all workers across operations and supply chains we require our Suppliers to ensure they have sustainable, responsible, and inclusive workplace practices on all aspects of working hours, wages, and other benefits to ensure fair and ethical treatment of workers.

Suppliers should ensure that.

- employees' working hours comply with applicable laws and regulations, including any limits on maximum working hours, overtime, and rest periods.
- specify the conditions under which overtime work is allowed and ensure that workers are compensated appropriately for overtime hours worked, in accordance with legal requirements.
- if flexible work arrangements or voluntary overtime are offered, clarify the terms, conditions, and mutual consent required for such arrangements.
- Ensure that employees are paid at least the minimum wage mandated by law, and this wage should cover regular working hours and overtime.
- specify the frequency of wage payments (e.g., weekly, bi-weekly, monthly) and ensure timely and accurate disbursement of wages.
- define the permissible deductions that can be made from employee wages and ensure they are legal, transparent, and authorised by the employee.
- provide employees with clear and comprehensible wage statements that detail hours worked, rates, deductions, and any other relevant information.
- address various types of leave, such as annual leave, sick leave, parental leave, and other statutory entitlements, and ensure compliance with relevant laws.
- specify how public holidays are treated, including whether they are paid, how they are calculated, and any alternative arrangements for workers who may need to work on those days.
- contribute to superannuation plans, redundancy plans, workers compensation plans, other benefits as required by law, or collective agreement to support workers' long-term financial security.
- address provisions for workers on non-permanent or part-time contracts, ensuring they receive fair treatment and access to appropriate benefits. Casual employees who have worked for their employer for 12 months may meet eligibility requirements to be offered the option to convert to full-time or part-time (permanent) employment by the Supplier.
- provide opportunities for training, skill development, and career advancement to enhance the well-being of their workforce.
- establish mechanisms for workers to report any violations of wage and benefit provisions without fear of retaliation.
- maintain accurate and up-to-date records related to working hours, wages, and benefits, as required by law.
- not misrepresent an employment relationship or a proposed employment relationship as an independent contracting arrangement.
- use all reasonable endeavours to ensure that any third-party subcontractors including labour services providers it uses undertake to comply with Commonwealth Workplace Laws as well as the provisions of this Code.

Freedom of Association and Collective Bargaining

The rights to freedom of peaceful assembly and of association are essential components of democracy as they empower us to express our political opinions. We expect our Suppliers to respect the choice of workers to exercise their right to join (or refrain from joining) trade unions, to engage in lawful industrial activities, and to engage in collective bargaining.

Suppliers must prohibit any form of discrimination, retaliation, or intimidation against workers exercising these rights.

| Document Name | Prepared By | Approved By | Last Review | Version No | Number of Pages |
|--|--------------|------------------|-------------|------------|-----------------|
| QSE-OP-24 – Supplier Code of Conduct Procedure | Robert Smith | Stephen Williams | 24.02.2024 | 4 | 6 of 7 |

How Do I Report Wrongdoing?

If you are concerned about a possible breach of this Code, you should report this. If you are concerned about any conduct that could involve fraud, corrupt conduct, maladministration, or serious and substantial waste of Taylor funds you should report this to:

The Project Manager, The Executive Director, The Head of WHSE, The Head of People & Capability, the COO, or the Directors, as appropriate.

You can access the legal rights and protections in the Corporations Act in Part 9.4AAA if you meet the definition of an 'eligible whistleblower'. The provisions provide greater protections for whistleblowers who report misconduct about companies and company officers.

For reports eligible for Whistleblower protections, you can call our Whistleblower Hotline (02 8736 9060)

| Document Name | Prepared By | Approved By | Last Review | Version No | Number of Pages |
|--|--------------|------------------|-------------|------------|-----------------|
| QSE-OP-24 – Supplier Code of Conduct Procedure | Robert Smith | Stephen Williams | 24.02.2024 | 4 | 7 of 7 |