



CODE OF CONDUCT

Suppliers & Subcontractors



RPC TECHNOLOGIES GROUP OF COMPANIES CODE OF CONDUCT



OUR MISSION

To understand our customers' needs and provide viable engineered solutions, by being agile in our approach, responsive to our stakeholders and creating a sustainable future.

OUR VISION

To be the preferred choice of our customers for innovative engineered solutions where safety, quality and reliability matters.

OUR VALUES

A green banner with a background image of people working together. The word 'TEAMWORK' is written in large, white, bold, sans-serif capital letters.

TEAMWORK

A yellow banner with a background image of a person holding a document. The word 'ACCOUNTABILITY' is written in large, white, bold, sans-serif capital letters.

ACCOUNTABILITY

A dark grey banner with a background image of industrial machinery. The word 'PERFORMANCE' is written in large, white, bold, sans-serif capital letters.

PERFORMANCE

A dark blue banner with a background image of a person's face. The word 'INTEGRITY' is written in large, white, bold, sans-serif capital letters.

INTEGRITY

A red banner with a background image of industrial machinery. The word 'RESPECT' is written in large, white, bold, sans-serif capital letters.

RESPECT

Supplier Code of Conduct - Overall Commitment

Introduction

The standards RPC Technologies Group of Companies (RPC) maintains as a company are key to our business success. Every supplier needs to be aware of these standards and the code of conduct required of the suppliers and their representative. Relevant state and federal legislation in relation to the standards and conduct, bind both RPC, the suppliers and their respective representative.

This document supersedes all other supplier guidelines documents at RPC.

Requirements

Suppliers are required to ensure that they conduct themselves in a professional manner consistent with:

- RPC's commitment to customer service
- RPC's corporate policies and procedures as identified to the Supplier from time to time; and
- Strict compliance with applicable laws, codes, regulations, and industry Standards.

Where these Standards are breached, RPC may take whatever action it considers appropriate, which may include the termination of the Supplier's contract or RPC determining that it will not allow a Supplier's Representative to be involved in providing goods or services to RPC. This may also result in legal action as appropriate.

Application

These standards of code of conduct apply to Suppliers and their Representative when they are:

- on RPC Premises
- in any workplace where RPC staff are working
- at any function organised by RPC attended by any RPC Representatives; and
- providing goods or services to RPC, including any interaction between the Supplier's Representative and RPC's customers

RPC and Supplier Behavioural and Ethical Standards

RPC strives to conduct business in accordance with the highest behavioural standards. Our suppliers are our partners in delivering the best social, sustainable, and commercial outcomes for our customers. This Supplier Code of Conduct (the 'Code') outlines the ethical standards and behaviours we expect from ourselves and our suppliers. We are committed to the highest ethical standards when conducting business with you, and can expect that RPC will:

- comply with applicable laws, regulations, policies, and procedures.
- act with integrity and openness
- demonstrate fairness and transparency in our dealings with individuals and organisations.
- disclose any perceived or real conflicts of interest.
- encourage fair and open competition while seeking value for money and innovative solutions.
- adopt procurement processes to make it more streamlined to do business.
- protect and prevent the release of commercial-in-confidence information.
- not seek, or accept, any financial or non-financial benefits from potential, current or past suppliers,
- respond to reasonable requests for advice and information, including tender debriefings.
- investigate complaints.

We expect our suppliers and their supply chains to commit to the highest ethical standards. When conducting business with RPC we expect that you will:

- comply with applicable laws, regulations, policies, procedures, and good business practices ensure third parties acting on your behalf comply with this Code.
- act with integrity and openness
- conduct business in an ethical and safe manner.
- disclose any perceived or real conflicts of interest.
- not discuss or disclose dealings with RPC to the media or other third parties without approval.
- pay your suppliers / contractors on time.
- protect and prevent the release of commercial-in-confidence information.
- ensure the security and proper use of confidential information, assets, and materials.
- not offer RPC employees/contractors any financial or non-financial benefits
- respond to reasonable requests for advice and information.
- report breaches of this Code to RPC's point of contact.

Intolerance to Inappropriate Behaviour

RPC promotes a working environment free of intimidation, threat, and humiliation.

Harassment or bullying by a Supplier's Representative of any RPC Representatives or members of the general public is not permitted.

Similarly, the Supplier Representative should not be harassed or bullied by any RPC Representatives.

Our contractors may report any inappropriate, illegal, or unethical behaviour. They can also report behaviour which breaches any agreement or arrangement they have with RPC.

Alcohol and Other Drugs

Consuming alcohol and/or other drugs prior to commencing work, or whilst at work or on duty, may adversely affect the safety of persons in the workplace.

RPC maintains a zero-blood alcohol and drug free policy within all of its workplaces. This means that all Supplier Representatives must be free from alcohol and/or other drugs (prescription medication excepted) whilst present at an RPC Site.

The unauthorised use, possession, sale, manufacture, solicitation or distribution of any alcohol or other drugs on RPC Sites, at any time, is prohibited.

A Supplier is required to inform RPC if any of its Representatives are using prescription medication which may have a possible effect on their performance or ability to work safely.

Corporate Social Responsibility

Corporate Social Responsibility (CSR) has become the broadly accepted concept to describe a collection of related disciplines all of which combine to represent an organisation's overall ethos, its personality, philosophy, and character, as regards its role in the world in the widest sense.

Among the increasing number of issues raised under the overall banner of CSR, the following are the most common within the RPC supply chain.

- Environmental responsibility
- Human rights
- Equal opportunities
- Diversity
- Corporate governance
- Sustainability
- Impact on society
- Ethics and ethical trading
- Biodiversity
- Community involvement.

These aspects of CSR relate to, and recognise the importance of, the various stakeholders concerned, including employees, customers, suppliers, the community, the environment, and shareholders, where appropriate to the code of conduct of each Supplier.

Ethical Business Conduct

Protection of Confidential Information and intellectual property rights

Suppliers are expected to protect confidential information owned by RPC and its customers. Disclosing any confidential information is a violation of this Code of Conduct, RPC contractual requirements and potentially the law. Confidential information includes legal documents, contracts, intellectual property, trade secrets and information about an employee or customer.

Fair Competition

Suppliers are required to know and comply with applicable antitrust and fair competition state and federal laws. Anti-competitive conduct inclusive of price fixing, bid rigging, market share allocations or any other anti-competitive conduct will not be tolerated by RPC.

Conflicts of interest

Conflicts of interest, whether real or perceived, must be immediately reported to the relevant RPC Executive. A conflict of interest can arise when a person's business and private interests intersect. Private interests can include a person's own professional and financial interests, as well as past and present associations with other individuals, groups, or family.

Gifts, hospitality and other benefits

Suppliers must not at any time offer or provide any financial or non-financial benefits to RPC employees/contractors.

RPC employees/contractors are not permitted to request financial or non-financial benefits and are expected to decline such offers.

Anti-Bribery, Corruption, Extortion and Embezzlement

Suppliers shall comply with all applicable state and federal anti-bribery and corruption regulations. RPC adheres to a zero-tolerance policy inclusive of any form of bribery, corruption, or embezzlement.

Foreign Trade Regulations

Suppliers shall take the appropriate measures to comply with the trade regulation laws of the country in which they operate. Suppliers must not violate laws on tariffs, duties, subsidies, embargoes and quotas or the provisions concerning the international fight against terrorists.

Labour Policies and Human Rights

Workplace Health and Safety

RPC expects our suppliers to provide a safe work environment and integrate sound health and safety management practices into their business.

Suppliers must comply with all applicable state and federal laws and regulations relating to workplace, health and safety.

No Child Labor

The unlawful use of child labour is forbidden under any circumstance in the supply of goods and services to RPC. Supplier compliance with the minimum age for employment and all other state and federal legislation relating to child labour is mandatory. RPC respects the protection of children's health, wellbeing and educational opportunities.

No Forced Labor (Anti-Slavery and Human Trafficking)

The supplier must comply with all state and federal laws for anti-slavery and human trafficking. The exploitation or enforcement of involuntary labour by a supplier is forbidden by RPC. .

Suppliers will not tolerate any form slavery, human trafficking, or the involuntary imprisonment of supplier labour in the supply of Goods of Services. Workers shall be free to leave the company and terminate their employment at any time, in accordance with the state and federal legislation.

Working Hours

Working hours (including overtime) must comply with applicable state, federal, and international laws and regulations, collective-bargaining agreements, and international conventions.

Wages and Benefits

Suppliers shall comply with all applicable state, federal laws, and regulations, including those relating to minimum wages, overtime hours and legally mandated benefits. The Supplier shall inform their workforce conditions including the of the wages, benefits and any disciplinary actions associated with their employment and ensure full compliance with the law.

Discrimination

Suppliers shall not tolerate any form of discrimination or harassment based on gender, colour, race, national origin, religion, sexual orientation, age, veteran status, disability, social status, or gender identity.

These non-job-related factors, shall not be used in recruitment, hiring and employment practices, including salaries, benefits, or disciplinary actions.

Labour Policies and Human Rights

Workplace Health and Safety

Suppliers shall ensure that all workers receive training and regular communications regarding safe work practices and emergency planning.

Suppliers are required to have policies, procedures and systems to prevent, detect and respond to potential risks to workplace health and safety, and the security of all employees.

The supplier will ensure compliance with all appropriate and mandated Personal Protective Equipment (PPE). The PPE will be provided to staff as required and free of charge so that all employees can complete their jobs safely. The supplier must install and post appropriate and mandated warning signs to identify all known risks and identified hazards to ensure a healthy and safe workplace.

When working on RPC sites the Supplier and their representative must comply with all RPC workplace health and safety policies and procedures associated with the services they are providing.

Freedom of Association

Suppliers shall respect the right of workers to form and join worker's organisations of their own choice and associate freely.

Environment

Environmental Legal Compliance

In the performance of the services and operations, the Supplier must ensure that the services and goods provided comply with, and do not breach, any environmental legislative requirements of any State or Territory, inclusive of Hazardous waste, GHG emissions and waste disposal.

Energy

Where required the Suppliers shall provide RPC with data and information on their energy consumption and production of greenhouse gas emissions to the extent and in a manner that will allow RPC to comply with its obligations under the Commonwealth National Greenhouse and Energy Reporting Act 2007 and associated related regulations.

Waste

Suppliers shall endeavour to supply products and services to RPC such that waste generation, energy and water consumption and greenhouse gas emissions are minimised and that opportunities for recycling of products and packaging are maximised.

Incident Reporting

Suppliers must report all incidents (code of conduct, safety and environmental), near misses and dangerous occurrences, to the RPC point of contact, who will record the incident.

The supplier must also report the incident (safety and environment), near miss or dangerous occurrence to the relevant authority in accordance with relevant OHS legislation.

How do I report wrongdoing?

If a supplier is concerned about a possible breach of this Supplier Code of Conduct, Safety or Environment please report this Incident directly by e-mail at enquiries@rpctechnologies.com

Any Questions?

Should the Supplier or their representative have any questions regarding this code of conduct policy please contact RPC by e-mail on enquires@rpctechnologies.com

The undersigning supplier confirms the following:

1. Receipt of the "RPC Code of Conduct for Suppliers and Subcontractors"
2. Recognition of and compliance with the principles of the "RPC Code of Conduct for Suppliers and Subcontractors"

Supplier Name: _____

Supplier Address: _____

Signature: _____

Full Name: _____ **Position:** _____

Date: _____

This declaration must be signed by a person duly authorised to sign on behalf of the supplier and returned to RPC within 30 days after receipt.

RPC Technologies Group of Companies

RPC Technologies Pty Ltd
RPC Technologies (NZ) Ltd
RPC Singapore Pte Ltd

PT RPC Indonesia
RPC Technologies India Pvt. Ltd.
RPC International Sdn Bhd Malaysia