

# SUPPLIER CODE OF CONDUCT

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# 1.0 INTRODUCTION

Architectus is one of the largest design practices in Australasia, and as designers, we want to create equitable, sustainable and resilient places and spaces so society can thrive. As a practice, we want to support our people with a welcoming and inclusive workplace that operates in a safe and efficient way.

The way we operate as professionals and collaborate as designers affects how we achieve those outcomes. We want to ensure our approach aligns with our commitment to responsible, equitable, and safe ways of working and conducting business.

Environmental and social responsibility and good corporate governance are high priorities for our practice. In 2021 we publicly committed to net-zero emissions in our operations. We were also one of the first large practices in Australia to receive endorsement for our Reconciliation Action Plan (RAP), setting out the framework on which we forge positive relationships with Australian First Nations collaborators and communities.

# 2.0 PURPOSE

This Supplier Code of Conduct (“Code”) sets forth our commitment to upholding the highest standards of ethical conduct in all our business dealings.

We expect all our suppliers (“Suppliers”) to adhere to these standards, observing this code and other applicable Architectus policies when providing products or services to us as part of our approach to contracting and procurement.

This Code sets out our expectations for suppliers to conduct themselves with high standards of ethics. Where appropriate, it also mandates requirements to ensure we conduct business together in a safe, accountable, and equitable manner.

The Code unequivocally condemns all forms of modern slavery, including forced labour, child labour, human trafficking, and debt bondage. We maintain a zero-tolerance approach towards these practices in our operations and supply chain. In line with our Modern Slavery Statement, we expect our suppliers to take proactive and effective actions to identify and address any modern slavery risks in their operations and supply chains.



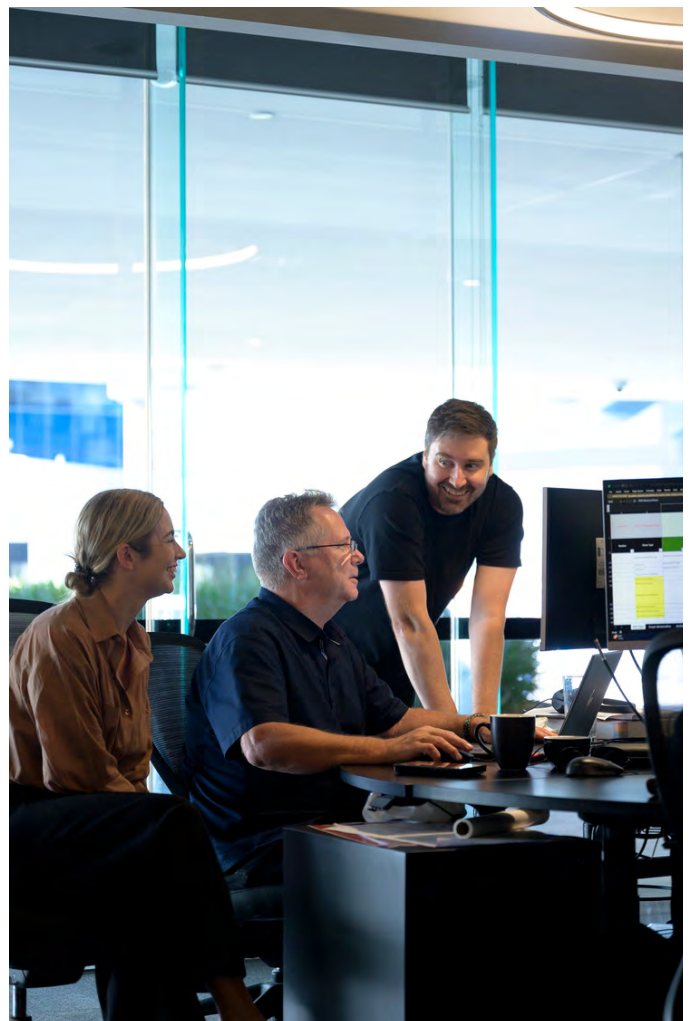
# 3.0 INTEGRITY + ETHICS

Architectus is committed to conducting business in an ethical and honest manner. We act professionally, fairly, and with integrity in all our business dealings and relationships, wherever we operate.

We have a zero-tolerance approach to bribery and corruption, and we are dedicated to implementing and enforcing systems that prevent these from occurring.

Suppliers are expected to uphold the highest standards of professionalism and ethical conduct in their business activities, particularly by complying with all local and national legislation and avoiding all forms of corruption and bribery in their relationships, practices, sourcing and operations

Suppliers working with Architectus must commit to the highest standards of ethical conduct when dealing with employees, suppliers, and customers.



# 4.0 CORPORATE GOVERNANCE + MANAGEMENT

Architectus believes that sound corporate governance is integral to maintaining responsible and sustainable business operations.

Suppliers are expected to:

- comply with all applicable laws and regulations relating to the operation of their business,
- adopt processes and procedures to proactively manage the risk of fraud, bribery, corruption, facilitation payments, secret commissions, money laundering or dealing with sanctioned entities,
- develop, implement, and promote an effective ‘whistleblower’ policy and processes, including protections for whistleblowers against reprisal and other adverse action
- conduct their operations in an ethical, fair, and professional manner, disclosing any actual or potential conflicts of interest to Architectus
- protect commercially sensitive or confidential information, taking reasonable steps to prevent its release
- maintain adequate, accurate, and auditable records of their business and financial activities
- meet their contractual obligations to Architectus and their own suppliers.





# 5.0 LABOUR + EMPLOYMENT PRACTICES

At Architectus, we are committed to providing an equal opportunity workplace that safeguards the rights and dignity of our employees. We expect our suppliers to ensure a fair and equitable workplace environment that is free from any form of harassment or discrimination based on, but not limited to, age, race or ethnic origin, disability, gender, nationality, marital status, sexual orientation, political convictions, or union affiliation.

Our practice brings together people with diverse backgrounds, skills, and ideas in the workplace and across our supply base. We encourage our suppliers to support an inclusive and diverse workforce, seeking opportunities in their supply chain to promote and engage other businesses that employ people from a range of backgrounds, genders, ethnic origins, and physical abilities.

Suppliers must respect the human rights of workers and treat them with dignity and respect, including by:

- adopting processes and procedures to assess and address risk in their labour and employment practices in areas such as human rights, employee conditions and entitlements, and modern slavery
- ensuring there are no instances of modern slavery in their operations and supply chain, that they comply with all applicable laws and regulations relating to modern slavery – including the prohibition of forced or child labour – and that they promptly report any concerns to Architectus
- complying with all applicable laws and regulations relating to human rights and employment conditions, including freedom of association, collective bargaining, working hours, wages, benefits, and entitlements
- participating in any audits conducted by Architectus, including acting on any findings from those audits
- maintaining equitable, consistent and transparent mechanisms that allow workers to raise grievances about their workplaces and management practices
- ensuring employees are made aware of their modern slavery risks and risk management strategies, grievance mechanisms, and employee entitlements

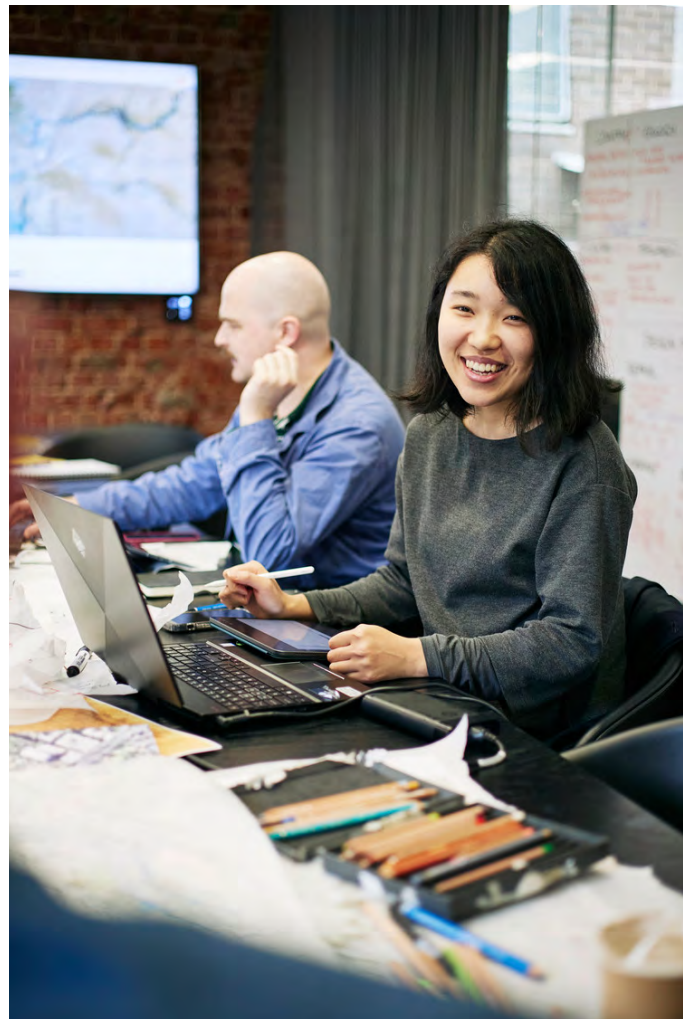


# 6.0 HEALTH + SAFETY

Architectus is committed to conducting business in a manner that protects the health, safety, wellbeing, and security of our employees and customers.

We expect our suppliers to comply with relevant work, health and safety laws, and to provide a safe and healthy workplace by:

- keeping their working environment safe, healthy, and clean for their employees and contractors
- taking reasonable pro-active steps to identify occupational health and safety hazards, and eliminate or mitigate risks
- providing appropriate equipment, resources, instruction, education, supervision, and job-related training to workers so they can safely carry out their duties
- ensuring workers have the appropriate licensing, certifications, registrations, and qualifications to safely conduct the work with which they are tasked
- complying with all applicable laws and regulations relating to occupational health and safety, including any management and reporting obligations
- developing, implementing, and promoting written health and safety policies and standards, and
- adhering to any applicable Architectus work, health, and safety policies and procedures that are advised to you.



# 7.0 IMPACT ON THE ENVIRONMENT

Architectus is committed to promoting environmental responsibility. We encourage all our business partners and suppliers to follow practices that advocate positive impacts on the planet whilst striving to restore, preserve, and enhance nature and culture for the benefit of all life.

Suppliers are expected to identify the aspects of their activities, products, or services that may impact the environment and seek to eliminate or mitigate significant risks. This includes:

- implementing strategies to maximise the efficient consumption of energy, water, natural resources, and raw materials
- minimising waste, pollution, loss of biodiversity, deforestation, and damage to ecosystems
- complying with all applicable laws and regulations relating to the environment, including any management and reporting obligations
- developing, implementing, and promoting environmental policies, standards, and training of team members.

To align with Architectus approach to sustainability, we encourage our suppliers to achieve climate active certification, separate or in addition to setting their own science-based targets.



# 8.0 REPORTING SUSPECTED VIOLATIONS

Architectus is committed to protecting any reporting parties (including external) from retaliation if they make a report in good faith. We expect our suppliers to do the same and to understand and comply with applicable whistleblowing and privacy laws and regulations.

Suppliers are required to promptly report any suspected violations of applicable laws, regulations, or Architectus policies, including this Supplier Code of Conduct to Architectus in accordance with applicable local laws and regulations. Architectus may take steps to assess a Supplier's compliance with this Code and reserves the right to conduct audits and investigate any reasonably suspected breaches. Suppliers are expected to cooperate during any such audits or investigations.

Concerns or suspected violations can be reported to a relevant Architectus Principal/Manager via [delivery@architectus.com.au](mailto:delivery@architectus.com.au).

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