



<b>FINANCE POLICIES &amp; PROCEDURES</b>			
<b>Supplier Code of Conduct</b>			
Effective Date: 21 January 2020	Review date: 21 January 2021	Document no: POL_FIN_003_SCOC	Version: 1.0

## 1. Purpose

- 1.1 The **iQ Group Global** is inclusive of **The iQ Group Global APAC Pty Ltd** (ACN 604 944 523), **FarmaForce Limited** (ACN 167 748 843), **Clinical Research Corporation Pty Ltd** (ACN 167 749 233), **The iQ Group Global Ltd** (previously iQN) (ACN 149 731 644), **iQX Ltd** (ACN 155 518 380), **iQ3Corp Ltd** (ACN 160 238 282), **OncoTEX Inc.**, **GBS Inc.**, **Life Science Biosensor Diagnostics Pty Ltd** (ACN 613 279 771) and each of their Related Bodies Corporate (as defined in *The Corporations Act 2001* (Cth)) (**The Group**).
- 1.2 The purpose of this Supplier Code of Conduct is to ensure, as far as possible, that Suppliers involved in any of The Group's business and the supply of its Good(s) and/or Service(s) will:
- adhere to ethical business practices and comply with all applicable laws, regulations and the directions of relevant authorities;
  - meet basic and internationally recognised standards for labour and human rights;
  - manage the environmental impact of their activities; and
  - wherever possible, require its suppliers to acknowledge and adhere to this Policy (or similar) to ensure as far as practicable a total supply chain initiative.

## 2. Definitions

**CHIEF Values** means competitive, honest, integral, ethical and fair behaviours.

**Forced Labour** has the meaning given to it in section 3.1.

**Good(s)** means tangible items that are produced, bought or sold and are consumed.

**Gratuities** means gifts, rewards or monetary value given for the purpose of decision influencing.

**Procurement Activity** means a Procurement lead Supplier engagement in the form of a Request for Tender, Request for Quotation, Request for Proposal or Request for Information.

**Service(s)** means a Supplier that provides work performed in an expert manner by an individual or team for the benefit of The Group.

**Supplier** means an external person(s) or organisation(s) that provides Good(s) and/or Service(s) to The Group. This could include but is not limited to, external third parties considered manufacturers, consultants, contractors, vendors, etc.

**Reciprocal Trading** means an exchange which is conditional on Suppliers' also being customers of an organisation and is only acceptable when there is no coercion, and both parties agree and there is mutual benefit and transparency.



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### 3. Supplier Engagements with The Group

#### 3.1 The Group:

- conducts its business in a manner that maintains confidentiality and fairness;
- continuously displays and adheres to The Groups leadership imperatives, business values and CHIEF behaviours;
- discourages arbitrary or unfair use of purchasing power or influence;
- seeks to establish high quality Agreements with pre-qualified Suppliers that relate to the provision of Good(s) and Service(s).
- prohibits corruption of any form, Reciprocal Trading and the use of forced, bonded, compulsory, involuntary prison (**Forced Labour**) or child labour;
- supports and encourages equal opportunities amongst its employees, fair working hours and ethical wages and discourages discriminatory, harsh, inhumane or harassing treatment of employees; and
- identifies and manages any actual, perceived or potential conflicts of interest by encouraging colleagues to declare any material personal interest in accordance with The Groups corporate Conflicts of Interest Policy,

### 4. Acknowledgement

- 4.1 The Group acknowledges that Suppliers are an integral part of its business and strives to create and improve mutually beneficial and rewarding outcomes from the application of best practices.
- 4.2 The Group seeks to develop and maintain long term relationships with Suppliers who deliver high quality Good(s) and Service(s) on time, in full, to an agreed specification, standard and price.

### 5. Commencement of Policy

- 5.1 This Policy will commence on the Effective Date and replaces all other **Supplier Code of Conduct** of The Group, if any, whether written or not.

### 6. Compliance

- 6.1 The Group requires Suppliers to do all things reasonably necessary to ensure that all of the Supplier's corporate entities, their directors, officers, employees, representatives, agents, subcontractors (where applicable) and other contributing third parties:
- abide by all applicable legal and/or regulatory requirements;



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- do not engage in, endorse or permit any form of corruption, including extortion, fraud and bribery (under all relevant international laws and regulations in the country which they operate ); and
- maintains relevant policies which allow violations, misconduct or grievances to be reported by employees and addressed without fear of repercussions (in accordance with The Groups Whistleblowing Policy).

## **7. Confidentiality**

7.1 As detailed in The Group's agreement with the Supplier, all Suppliers are required to maintain confidentiality.

## **8. Fair employee standards**

8.1 The Group works with Suppliers who uphold fair employee standards including, but not limited to those Suppliers who ensure that:

- all their employees are treated with dignity and respect;
- all work is freely chosen, without the use of Forced or child Labour;
- compliance is met with minimum wage and safe working conditions; and
- equal opportunities are promoted whilst discouraging unfair discrimination, harsh, inhuman or harassing treatment (in accordance with The Group's Anti-Discrimination and EEO Policy).

## **9. Ethical business practices**

9.1 The Group requires its Suppliers, directors, officers, agents and employees to act professionally, honestly and legally at all times. As such, Suppliers must:

- notify The Group as soon as it becomes apparent that the Supplier has any form of actual, perceived or potential conflict of interest with the Good(s) and/or Service(s) provided by the Supplier to The Group (by emailing [procurement@theiqgroupglobal.com](mailto:procurement@theiqgroupglobal.com));
- not offer Gratuities during a Procurement Activity, or without first liaising with The Group's relevant personnel; and
- not offer business Gratuities beyond what is considered usual business practice to any other contributing third party in order to receive benefit of material or knowledge.

## **10. Health, safety and environment**

10.1 Suppliers must commit to providing employees a safe and hygienic working environment free from hazards that complies with all applicable laws, licensing and other prescribed requirements. Suppliers should implement and maintain a relevant policy that:



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- ensures (where applicable) employees are safety and properly equipped to perform their duties and appropriate training is available;
- ensures all equipment and machinery meet or exceed local laws and regulatory requirements;
- communicate the health and safety objectives to employees and encourage their involvement in improvements; and
- where applicable, embed environmental management principles within the business operations and processes.

## 11. Supplier processes

- 11.1 Suppliers will receive a copy of the Supplier Code of Conduct as part of a relevant Procurement Activity process.
- 11.2 A version of this Supplier Code of Conduct is available at the link specified under Forms.
- 11.3 Suppliers are expected to comply with the Supplier Code of Conduct.
- 11.4 In instances where it is determined that there are inabilities to comply, the Supplier is to contact The Group's relevant contact as specified below in 11.5.
- 11.5 To indicate accepted of this Policy, the Supplier is required to execute and date the last page of this Policy and return to The Group's Procurement team at [procurement@theiigroupglobal.com](mailto:procurement@theiigroupglobal.com).

## 12. Enforcement

- 12.1 If, at any stage, The Group is made aware of a Suppliers' breach of this Supplier Code of Conduct, the Supplier may be removed from The Group's Approved or Preferred Supplier status or Panel of Preferred Suppliers.
- 12.2 If a non-complying Supplier falls under the category of section 12.1, the Supplier will be notified, in writing, requesting policy and breach rectification.
- 12.3 If the Supplier does not rectify, or attempt to rectify, any such breach within 30 days, The Group may elect to remove the Supplier from the supply.



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### Forms

There are no relevant Forms supporting this Policy. Refer to this link for the publicly available Policy:

[https://theiigroupglobal.com/wp-content/uploads/2020/01/POL\\_Supplier-Code-of-Conduct\\_v1.0\\_20200121.pdf](https://theiigroupglobal.com/wp-content/uploads/2020/01/POL_Supplier-Code-of-Conduct_v1.0_20200121.pdf)

### Questions

For any Questions regarding this Policy please speak to The Group's Procurement Team at [procurement@theiigroupglobal.com](mailto:procurement@theiigroupglobal.com).

### Variations

The Group reserves the right to vary, replace or terminate this Policy from time to time.

### Associated documents include but are not limited to:

- HC\_003 – Conflict of Interest Policy
- HC\_001 – Anti-Discrimination and EEO Policy
- HC\_008 – Whistleblowing Policy

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### Policy version, revision and authorisation information

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#### POLICY AUTHORISATION

<b>Policy authorised by:</b>	Monika PAWEL	<b>Position:</b>	Chief of Staff
<b>Policy maintained by:</b>	Nikki AUSTIN	<b>Position:</b>	Chief Procurement Officer

#### REVISION HISTORY

Date	Replaces	Writer	Writer role	Change	Reason for change



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## SUPPLIER AUTHORISATION

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[Supplier Name and ABN/Business Registered Number], has read, understood and agrees to comply with this Supplier Code of Conduct.

<b>Authorised by:</b>		<b>Position:</b>	
[Name]		[Title]	
<b>Signature:</b>		<b>Date:</b>	
[Signature]		[Date]	