Supplier Code of Conduct

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sydneyairport.com.au

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SYD Classification: Confidential

Introduction

At Sydney Airport, our purpose is 'To Make Sydney Proud Every Day'. This reflects the positive impact we aspire to have in the community, with our customers, and for NSW and Australia more broadly. To achieve this, we seek to work with our suppliers to manage sustainability risks and to meet ethical, social, safety and environmental standards.

The intent of this Supplier Code of Conduct (Code) is to share Sydney Airport's guiding principles and clearly communicate our expectations in relation to the behaviour and business practices of our suppliers. Suppliers must review and comply with this Code and ensure that parties who form part of their supply chain, including sub-contractors, understand and are familiar with this Code.

Our procurement decisions are informed by a supplier's ability to meet or exceed the requirements of this Code. Where a contract sets out more specific social, environmental or ethical requirements, the Code supplements these requirements.

Our Values

Sydney Airport's values guide the behaviours we must collectively demonstrate to realise our purpose. We expect our suppliers to share our values and adhere to the following principles which underpin this Code:

Always do the right thing	Have each other's back	Do what you say	Think like our customers
Integrity and honesty are at the heart of everything we say and do	Working at SYD is a team effort. We care. We keep each other safe and well	We challenge respectfully then collaborate to get to 'yes'. We commit and deliver	We walk in their shoes and always strive to improve

Safety and Wellbeing

Sydney Airport is committed to ensuring the safety and wellbeing of its staff, customers and suppliers through effective work, health and safety management practices and a vigilant safety culture.

Sydney Airport requires its suppliers to:

- comply with all laws and regulations related to work health and safety and any other relevant safety laws;

- provide a safe and hygienic working environment through proactive management and implementation of controls that minimise health and safety risks (e.g. provision of appropriate personal protective equipment), support accident prevention with appropriate training, information, instruction and supervision to perform their jobs safely;

- consult, cooperate and coordinate with Sydney Airport and other persons conducting a business or undertaking in relation to work completed at Sydney Airport; and

- immediately report any incident involving workers or others at Sydney Airport workplaces.

Labour Practices and Human Rights

Respect for human rights underpins the way we do business. Our approach to human rights is guided by the UN Guiding Principles on Business and Human Rights, the UN Universal Declaration on Human Rights and the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work.

Sydney Airport requires its suppliers to:

- comply with international human rights laws and norms set out in the International Bill of Human Rights and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work;

- manage their own operations, supply chain and subcontractors, guided by the United Nations Guiding Principles on Business and Human Rights;

- ensure that employment is freely chosen and that there is no forced labour, child labour, bonded, indentured or other form of involuntary labour;

- ensure all staff are provided with fair working conditions including freedom of association, collective bargaining, adequate rest periods, sufficient leave and other statutory entitlements;

- ensure fair pay and work conditions for all workers, and confirm that all staff are paid at a minimum a legally mandated wage or industry benchmark, including equal pay for equal work; and

- promote and commit to a workplace free from discrimination, workplace bullying, harassment, victimisation, and abuse, unlawful or inhumane treatment.

Diversity and Inclusion

Sydney Airport's diversity and inclusion commitments aim to foster a culture of inclusion which values and meets the diverse needs of our people, stakeholders including passengers, airlines, airport partners and the community.

Sydney Airport requires its suppliers to:

- promote an inclusive workplace where employee differences in areas like gender, sexual preference, age, culture, disability and lifestyle choice are valued;

- make provision for parental and carer's leave for all employees as required by law;

- be committed to establishing a culture of respect and inclusion in the workplace and in its dealings with Sydney Airport, stakeholders and the community; and

- promote the principles of diversity and inclusion throughout their supply chains.

Governance and Compliance

Sydney Airport is committed to conducting business in an honest and accountable way and maintaining the highest level of corporate ethics.

Sydney Airport requires its suppliers to:

- comply with all relevant laws, regulations and standards regarding all goods and services that suppliers provide;

- implement procedures to prevent corruption in any form, including conflicts of interest, bribery, facilitation payments or prohibited trade and business practices;

- not offer Sydney Airport representatives gifts or entertainment to gain improper advantage or preferred treatment;

- proactively bring concerns to Sydney Airport's attention in a timely manner, including reporting any breach of relevant laws and regulations;

- have an appropriately documented and tested Business Continuity Plan (BCP) in place in the event of a crisis to maintain key business operations;

- act in a fair, reasonable and ethical manner with all stakeholders; and

- only provide goods or services following receipt of a purchase order.

Privacy and Cyber Security

Sydney Airport expects compliance with all applicable local, regional, national and global privacy and cyber security regulations.

Sydney Airport requires our suppliers to:

- implement any mandatory privacy and cyber security controls and have an appropriately documented and tested cyber security incident and breach management plan in the case of an incident (e.g. data loss, privacy breach, cyber incident);

- always employ industry best practice in

protecting Sydney Airport's and our customers' data; and

- report any control failures and privacy or cyber security incidents and work to Sydney Airport to ensure timely corrective and preventive actions are implemented.

Environmental Management

Sydney Airport is proactive in being an environmentally sustainable organisation, as defined by the principles listed in Sydney Airport's Environment Policy. We aim to procure goods and services in an environmentally responsible manner.

Sydney Airport requires its suppliers to:

- comply with all laws and regulations relating to the environment, including the Airport Environment Strategy, and measure, manage and report environmental data;

- assess and manage the environmental impact across operations, and supply chain and take responsibility for minimising the negative environmental impact of its goods and services throughout their lifecycle;

- work to reduce the use of raw materials and resources in operations, including minimising pollution, use of toxic and persistent chemicals, and promote an efficient and sustainable use of resources, including energy and water;

- work to eliminate, substitute, re-use and recycle materials and solid waste. Packaging supplied to Sydney Airport shall be sustainably sourced, made from recycled content and recyclable where possible;

- identify, monitor and minimise greenhouse gas emissions and energy consumption from operations; and

- promote a culture that values the environment and acts to protect the environment in which they operate.

Community

Sydney Airport strives to have a positive impact in the community through three strategic pillars – Live Local, Leading and Learning and Sydney's Airport.

Our three pillars focus on making a genuine and positive contribution in our local community, supporting emerging leaders with quality education and making Sydney proud.

Suppliers are encouraged to contribute to and support the sustainable development of the local communities which the supplier impacts and help Sydney Airport achieve its business purpose.

Sydney Airport will favourably consider suppliers that:

- engage and support local, Indigenous and diverse suppliers and communities;

- support the delivery of the commitments made in the airport's Reconciliation Action Plan; and

- facilitate positive social impact by contributing to the community in which it operates.

Supplier Commitment and Assessment

Sydney Airport will work proactively with suppliers to ensure alignment with the expectations set in this Code. Suppliers are required to continuously assess their compliance with this Code and notify Sydney Airport if they become aware of any breach. Sydney Airport may:

- undertake assessments of its suppliers, such as through self-assessment questionnaires, requests for additional information or site visits;

- work with suppliers to remediate if operations have fallen short of expectations set out in this Code;

- continue to evaluate performance and report annually in our Sustainability Report; and

- invoke investigation, audit and review powers to address specific concerns.

Sydney Airport is focused on building its suppliers' understanding so they can implement the most suitable measures independently.

We are committed to supporting our suppliers in their endeavours to raise their performance in relation to matters set out in this Code and associated risk management.

Raising a Concern

Anyone can report their concerns about illegal, unethical or improper conduct to Sydney Airport's confidential and anonymous whistleblower hotline

**HALO
accessible 24/7 at
1800 342 044
from within Australia
or via
safelanding@deloittedigital.com**