

**Coates Hire Operations Pty Ltd (“Coates”)** is committed to conducting business in a safe, accountable, environmentally responsible and ethical manner in compliance with all applicable laws and Coates’ values. Coates seeks to engage Suppliers who share these values and conduct.

This Supplier Code of Conduct sets out Coates’ expectations of its Suppliers, contractors, consultants, agents and other providers of goods and services ("Suppliers") who do business with Coates. Compliance with this Code is a requirement for Suppliers seeking to conduct business with Coates. Coates’ Suppliers must adhere to this Code of Conduct and Coates’ values at all times when working with Coates. Coates’ values are:

**Caring Deeply** about the safety and wellbeing of our people, workers, customers and communities in which we operate in. Coates shows commitment to this through the implementation of workplace policies and procedures that promote a workplace that is a safe and positive environment free from discrimination, bullying and harassment.

Being **Customer Focused** by helping Coates and our customers achieve their goals and delivering above expectations at every opportunity. Our customers value us because we deliver the best range, best support, and best expertise. Coates behaves ethically in all interactions, protects its brand, is relentlessly focussed and strives for excellence.

Acting as **One Team** demonstrating that our partnership success is dependent upon the energy, intelligence and contribution of the collective. We work as one collaborative, passionate and inclusive team to deliver solutions that go above expectations. We strive to build a culture of comradery that helps drive a high performing, productive, accountable and supportive team that promotes wellbeing.

**Being our Best** to ensure we maintain our reputation, uphold integrity and business ethics and exercise good judgement in decision making. We ask that each of our Suppliers put in their best effort to keep Coates’ best interests at heart when partnering with Coates.

Coates requires its Suppliers to comply with the following:

**Health and Safety** - Ensuring a physical and psychosocial safe working environment for Coates’ employees, contractors and visitors is of the utmost importance to Coates. Coates’ Suppliers must comply with the following minimum Health and Safety requirements:

- Adhering to Coates’ Health and Safety policies, procedures, and site rule requirements during the course of work for Coates;
- Adhering to Coates’ Health and Safety inductions, training and instructions required for safe work;
- Adhering to all lawful directions given by Coates’ representatives;
- Ensuring they provide all such information and assistance to Coates as reasonably required in connection with any safety investigation;
- Ensuring that its employees, agents and contractors entering Coates’ premises behave in a safe manner, are properly qualified and skilled, and are of such character as not to prejudice safe working practices, the safety and care of property, or the continuity of work;
- Promptly notify Coates of any work-related injuries and illnesses occurring in the course of working with Coates.
- Promptly notify Coates of any actual or threatened risk to workplace health and safety;
- Ensuring that its employees always wear and use the required protective clothing and equipment, and are not under the influence of drugs or alcohol.

**Law, codes, and standards** - Suppliers must comply with all relevant laws, codes and standards in the conduct of any work they do for Coates and ensure that they have appropriate written policies, procedures and systems in place to ensure compliance.

**Risk Management** - Coates prefers Suppliers with comprehensive and documented risk management frameworks, which cover safety, psychosocial, environmental, social and corporate governance risks. At a minimum, Coates’ Suppliers must implement policies and practices aimed at identifying risks, vulnerabilities and compliance obligations and must facilitate risk awareness and mitigation within their businesses.

**Corporate Governance and Ethics** - Coates seeks to engage Suppliers who are shown to have strong governance frameworks and who adopt high ethical standards. Coates’ Suppliers must be able to demonstrate compliance with all applicable laws and regulations on bribery and corruption. Suppliers must not offer gifts, hospitality or engage in bribery, fraud and/or other anti-competitive, illegal practices when engaging with Coates staff. They must disclose any conflicts of interest and must not engage in works where potential or real conflicts exists due to directorships, familial, personal or other beneficial ownership relationships exist.

**Environmental Management** – Coates seeks to reduce environmental impacts of activities occurring within its supply chain. Ensuring environmentally responsible practice is of the utmost importance to Coates. Coates’ Suppliers must comply with the following minimum requirements:

- Comply with all relevant laws, regulations and standards on environmental management and reporting;
- Implement and maintain a written environmental policy, processes and procedures;
- Establish and maintain a data collection process that supports environmental reporting and compliance with legislative and other requirements, and report data upon request;
- Maximise the efficient use of natural resources, energy, water and raw materials and minimise pollution and waste;
- Promptly notify Coates of any actual or threatened environmental harm occurring in the course of work for Coates;
- Conduct business in a way that will minimise adverse effects on the environment.

**Labour policies, human rights and non-discrimination** - Coates is committed to respecting and protecting human rights and supports responsible labour practices that contribute to a fair and inclusive workplace.

**Modern Slavery** – Coates’ Suppliers must not use any form of Modern Slavery practices (including forced or involuntary labour, child labour, human trafficking, debt bondage or deceptive recruitment) and must comply with all international standards and domestic regulations relating to Modern Slavery, the exploitation or deprivation of liberty of workers, or the employment of children. Suppliers must actively support Coates in monitoring, assessing, addressing and remediating risks and instances of Modern Slavery in their operations and supply chains. Suppliers must maintain processes and policies aiming to eradicate Modern Slavery in their supply chain regardless of the size and location of their operations, and provide information and reasonable assistance to Coates about such risks and their actions to address them.

**Equal rights and non-discrimination** - Suppliers must operate an inclusive workplace that is free of discrimination, harassment, bullying and other unlawful conduct.

**Fair wages, benefits and conditions** - Suppliers must comply with all applicable laws relating to wages, working hours and legally mandated benefits.

**Legal compliance and workplace policies** - Suppliers must comply with all relevant laws and regulations relating to human rights, employment practices, benefits, health and safety, psychosocial risks and anti-discrimination. Suppliers must have written workplace policies and standards that include equal opportunity, anti-discrimination, anti-harassment and anti-bullying principles, as well as freedom of association and absence of retaliation for lawful whistle-blowing or other valid concerns about the Supplier’s operations and business dealings.

**Supply chain** - At a minimum, Coates’ Suppliers must ensure that any person or organisation in their supply chain complies with the principles outlined in this Supplier Code of Conduct. Coates’ Suppliers shall take reasonable steps to encourage their own suppliers in a constructive and collaborative manner to improve their social, environmental, and ethical performance. Suppliers must maintain records, contracts and systems that replicate the requirements of this Code of Conduct for their own suppliers and allow visibility of places of manufacture, labour practices, use of raw materials, generation of waste and production of emissions. Suppliers must record supply chain issues and notify Coates in instances where those may present an operational, commercial, reputational or legal risk to Coates. Such information may be required by Coates and audited provided reasonable notice and with respect to commercially sensitive and private information.