TRIDENT SERVICES AUSTRALIA

Keeping people and property safe

Contractor and Supplier Code of Conduct

1 Introduction

As a certified provider of tailored service solutions Trident's purpose is to '*keep people and property safe'*. We aim to enhance our customers' experience, champion their safety and security culture, and actively support their businesses in achieving compliance and best practice. To achieve this, we seek to work collaboratively with our contractors, suppliers, and consultants to meet expected standards.

The intent of this Contractor and Supplier Code of Conduct (**Code of Conduct**) is to communicate our expectations in relation to the behaviour and business practices of our contractors and suppliers by sharing Trident's guiding principles. Contractors and suppliers are expected to review, understand, and comply with Code of Conduct and ensure that any parties who form part of their supply chain also operate in accordance with our Code of Conduct.

2 Our Purpose and Values

Our purpose and values guide our actions and behaviours. We expect our contractors and suppliers to support our purpose and values as they underpin our Code of Conduct:

Our why

Keeping people and property safe

Our values

Teamwork

We continuously develop and support our people to drive outstanding customer results

Sustainability

We ethically grow sustainable business partnerships

Authenticity

We act with integrity and value trust

3 Health and Safety

Trident is committed to providing and maintaining a safe and healthy workplace for our employees, contractors, suppliers, clients, and visitors, as listed in our Health, Safety and Environment Policy.

Trident requires its contractors and suppliers to:

- Comply with all laws and regulations related to work health and safety and any other relevant safety laws
- Have a workplace health and safety policy or equivalent document, and ensure that workers are informed of, and knowledgeable about, that document
- Have a system to record, monitor and manage health and safety risks and incidents, and report any incidents occurring on Trident's or our clients' worksites or premises to us on the same day
- Read, understand and comply with the Trident Contractor and Supplier Induction
- Comply with all Trident or our clients' site-specific safety requirements e.g. site inductions
- Speak up and stop any work activities that are, or could become, unsafe; and
- Be willing to engage with Trident on safety matters and investigations.

4 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 Universal Declaration of Human Rights. We aim to manage work arrangements using a flexible and efficient approach, providing our workers with fair working arrangements and conditions of employment.

Trident requires its contractors and suppliers to:

- Comply with all relevant local and national laws and regulations in relation to employment practices and human rights
- Provide fair working conditions for their workers, including adequate rest periods, sufficient leave, freedom of association, collective bargaining, and other statutory entitlements
- Ensure fair pay and work conditions for all workers, and confirm that all staff are paid lawful wages, at a minimum a legally mandated wage or industry benchmark, including equal pay for equal work
- Ensure that employment is freely chosen and that there is no forced labour, child labour, bonded, indentured or other form of involuntary labour
- Promote and maintain a workplace that is free from discrimination, workplace bullying, harassment, victimisation, abuse, and unlawful or inhumane treatment; and
- Provide workers with the appropriate level of training to perform their role and to comply with this Code of Conduct.

5 Corporate Governance and Ethics

Trident is committed to promoting and maintaining good corporate governance and a culture of acting lawfully, ethically, and responsibly.

Trident requires its contractors and suppliers to:

- Comply with all relevant laws, regulations, and standards regarding all goods and services that contractors and suppliers provide to Trident
- Implement procedures to prevent fraud and corruption in any form, including conflicts of interest, bribery, or other prohibited trade and business practices
- Not offer Trident workers' gifts, benefits, or entertainment to gain improper or unfair advantage or preferred treatment
- Proactively report any breach of relevant laws and regulations in a timely manner to Trident; and
- Act in a fair, reasonable, and ethical manner with all Interested Parties.

6 Diversity and Community

As an organisation which relies heavily on its people, Trident aims to ensure the fair and equitable treatment of our employees and to celebrate the wide range of cultures and backgrounds within our workforce.

We play an important role in the community as a service provider, employer, and corporate citizen and are committed to creating long term value for our stakeholders and the communities that we serve.

Trident requires its contractors and suppliers to:

- Promote an inclusive and respectful workplace where employee differences in areas like gender, sexual preference, age, cultural background, and disability are valued
- Engage and support local, Indigenous, and diverse suppliers
- Support the delivery of the commitments made in our Reconciliation Action Plan; and
- Seek opportunities to partner with us in facilitating positive social impact in the communities in which we operate.

7 Environmental Management and Sustainability

Trident is committed to fulfilling our general environmental duty to prevent or minimise environmental harm and minimising the consumption of natural resources and our impact on climate change, as listed in our Health, Safety and Environment Policy.

Trident requires its contractors and suppliers to:

- Comply with all laws and regulations relating to the environment
- Have an environment policy or equivalent document, and ensure employees are informed of, and knowledgeable about, that document
- Take responsibility for minimising the negative environmental impacts of its goods and services
- Work to reduce the use of raw materials and resources in operations, including minimising pollution and use of hazardous substances, and promoting the sustainable use of resources (e.g., energy and water)
- Work to eliminate, substitute, or re-use and recycle materials and solid waste. Trident prefers any packaging to be sustainably sourced, made from recycled content, and recyclable where possible; and
- Seek opportunities to partner with us in minimising greenhouse gas emissions from operations.

8 Information Security

Trident expects compliance with all applicable laws and regulations relating to information privacy and cyber security.

Trident requires its contractors and suppliers to:

- Implement any mandatory privacy and cyber security controls and have documented procedures for managing cyber security and data breach incidents; and
- Report any control failures and privacy or cyber security incidents and work with Trident to ensure timely corrective and preventative actions are implemented.

9 Assessment and Review

Trident will work with its contractors and suppliers to ensure they are aligned to, and comply with, our Code of Conduct.

Trident carries out assessments of the practices of its contractors and suppliers, including self-assessment by contractors and suppliers of their operations. In addition, Trident will periodically request supporting documentation and may conduct site visits to contractors and suppliers to carry out in-depth reviews.

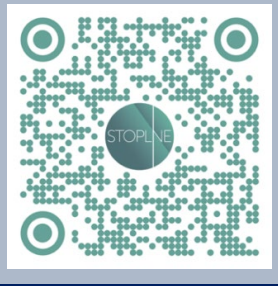
Throughout this process, our objective is to work with our contractors and suppliers so they can implement the most suitable measures independently to achieve best practice and continual improvement.

Trident requires its contractors and suppliers to:

- Respond to all requests for completion of any self-assessment questionnaires, requests for additional information, or site visits in a timely manner
- Provide open, honest, and complete information; and
- Remediate issues if operations fall short of expectations as set out in this Code of Conduct.

10 Raising Concerns

Contractors and suppliers are entitled to report misconduct or an improper situation or circumstance that has occurred within Trident to our confidential whistleblower hotline.

QR Code	STOPLINE
	Accessible 24/7 at: **Phone:** 1300 30 45 50 (Australia only) **Online:** http://tridentservices.stoplinereport.com/ **Email:** makeareport@stopline.com.au **Mail:** Trident Services Australia c/o Stopline PO Box 403 Diamond Creek VIC 3089 **APP:** Stopline365 (free download from the Apple iTunes store and Google Play)