

# Supplier sustainability Code of Practice

## Introduction

Transurban's purpose is 'to strengthen communities through transport'. This is supported through the procurement of our goods and services in a way that is aligned with ISO 20400: 2017 – Sustainable Procurement – Guidance, as well as by following the UN Sustainable Development Goals (SDG) that are most relevant to Transurban:

- SDG 3 (Good Health and Wellbeing)
- SDG 5 (Gender equality)
- SDG 7 (Affordable and clean energy)
- SDG 8 (Decent work and economic growth)
- SDG 9 (Industry, innovation and infrastructure)
- SDG 11 (Sustainable cities and communities)
- SDG 12 (Responsible consumption and production)
- SDG 13 (Climate action), and
- SDG 17 (Partnership for the goals).

Transurban commits itself to this Code of Practice (**Code**), and we require the same level of commitment from our suppliers.

This Code outlines our minimum requirements and leadership expectations. It encourages suppliers to go beyond legal compliance to advance social, environmental and economic outcomes in the communities we operate in. Transurban's supplier selection and management process encourages suppliers to show leadership, improve their performance and develop their competencies relating to sustainability in their operations and supply chain. Transurban encourages engagement and collaboration and is committed to engaging with suppliers on progress of these key issues.

This Code applies to all new, prospective, and existing suppliers of goods and services to Transurban. It is not designed to act as an unnecessary barrier for small to medium businesses.

## Compliance with this Code

Suppliers are required to meet the requirements of this Code, or alternatively their own Code (whichever is stronger). Suppliers must also uphold the requirements noted within this Code contractually within their own supply chains.

To demonstrate compliance with this Code, suppliers must respond to requests for information such as self-assessment questionnaires, audits, or ad-hoc requests.

Suppliers should disclose any failure to meet the minimum requirements of this Code to Transurban via [sustainability@transurban.com](mailto:sustainability@transurban.com). They should also disclose whether any substantial allegations (whether proven or not) have been made against them by third parties and their supply chain relating to the subjects covered within this Code.

We treat breaches of this Code seriously and will take action to address identified breaches. Depending on the type and severity of the breach, our response will vary. Where possible, we will establish corrective action plans to support improvement in performance. Transurban may terminate its relationship with a supplier if the supplier knowingly violates this Code or refuses to implement improvement corrective action plans.

In addition, we encourage anyone who is aware of, has witnessed, or suspects any suspected or actual misconduct or improper state of affairs or circumstances in relation to Transurban or an employee or officer of Transurban (**Reportable Conduct**) to report this immediately to our independent and confidential [Whistleblower service](#). All reports to this service will be investigated and treated seriously and will be kept confidential and secure as far as possible.

For further information in respect to what constitutes Reportable Conduct, we refer suppliers to [Transurban's Whistleblower policy](#).

If you have any questions or require support or exemptions from elements of this Code, please contact Transurban's Sustainability team at [sustainability@transurban.com](mailto:sustainability@transurban.com).

For information about our sustainability commitments, refer to [transurban.com/community-and-sustainability](https://transurban.com/community-and-sustainability) and our insights hub at [insights.transurban.com/](https://insights.transurban.com/)

## 1. Governance

Since its inception in 1996 Transurban has maintained its commitment to the highest standards of governance in the interests of all our stakeholders, including government and industry, our customers, business partners and suppliers, local communities, employees and investors.

We expect suppliers to have integrated the identification, mitigation and management of sustainability opportunities and challenges (including environmental, social, labour, human rights and modern slavery risks) into their governance and risk management policies and frameworks. Governance should include oversight of the management of sustainability risks by the suppliers' executive management and board (where applicable).

At a **minimum**, the supplier must:

- identify, assess and manage its most significant sustainability opportunities and challenges as appropriate to their business, which may include environmental, labour, social, human rights and modern slavery; and
- appropriately communicate this Code to all its sub-contractors, agents, suppliers or other third parties within its supply chain, and encourage their consistency with this Code.

To **display Leadership**, the supplier should:

- have a written sustainability policy (or equivalent) and develop and implement a sustainability strategy that includes SMART (Specific, Measurable, Achievable, Realistic, and Timely) objectives, clear accountabilities and a reporting framework;
- incorporate sustainability targets in senior management performance objectives, assessment and remuneration;
- proactively influence its sub-contractors, agents, suppliers or other third parties within their supply chain to address the most significant sustainability opportunities and challenges in their supply chain; and
- maintain their own grievance mechanism for workers and sub-contractors, agents, suppliers or other third-parties within their supply chain to safely raise concerns and complaints.

## 2. Environment

Transurban is committed to environmental sustainability in all its activities. We seek to work with suppliers who provide us with goods and services that have reduced environmental impacts through resource and energy efficiency, the sustainable sourcing of materials and the minimisation of waste generation, air (including greenhouse gases), noise and water emissions.

At a **minimum**, the supplier must:

- comply with all relevant local and international laws and regulations with regard to environmental management, as well as with Transurban's specific environmental management requirements;
- have a written environmental management policy or equivalent document, and educate employees on their awareness and understanding of it; and
- have implemented an environmental management system appropriate for its operations.

To **display Leadership**, the supplier should:

- set and monitor performance targets for managing the impact of its activities on the environment and communities;
- develop and implement best practice and innovative solutions to reduce environmental impacts, including direct and indirect greenhouse gas emissions;
- have an environmental management system that is externally certified against internationally recognised standards; and
- conduct a baseline assessment of the carbon emissions associated with its business operations (Scope 1 and 2) as well as Supply Chain (Scope 3) and have set clear goals and timelines to reduce emissions to Net-Zero. The supplier has a written environmental management policy or equivalent document, and ensures that employees are aware of and understand it.

## 3. Human rights (including labour practices and modern slavery)

Transurban's business is built on the skills and commitment of its workforce. We strive to be an employer of choice by enhancing the workplace experience and developing and rewarding people.

As set out in our Human Rights Policy, we are committed to operating in a manner which is consistent with internationally recognised human rights and standards (including those related to labour practices and modern slavery), in line with amongst other things, the UN Guiding Principles on Business and Human Rights (UNGPs). In this regard, we understand our responsibility to respect human rights, which includes an understanding of avoiding those areas where we may cause or contribute to adverse human rights impacts. We also seek to prevent and mitigate adverse impacts that we may be directly or indirectly linked to through our operations and supply chains. Further information on our commitments and expectations regarding human rights can be found in our Human Rights Policy and in the reporting disclosures found within our Modern Slavery Statements.

As such we have set expectations that we believe will help prevent negative human rights impacts in our supply chain.

At a **minimum**, suppliers are expected to respect labour standards and internationally recognised human rights by:

- meeting all relevant local and international regulations pertaining to labour, human rights and modern slavery (including the Australian Modern Slavery Act 2018 (Cth) if applicable);
- providing a safe and healthy working environment for employees and subcontractors;
- working to comply with international labour conventions, including:
  - employment being freely chosen, including no forced, bonded or involuntary prison labour;
  - all workers being of local legal age and preventing the use of illegal child labour. Children under the age of 18 must not perform potentially hazardous work;
  - providing fair remuneration and work conditions for all workers;
  - promoting humane treatment and preventing harassment and any form of discrimination;
  - respecting workers' rights to lawfully and peacefully form or join trade unions of their choosing and to bargain collectively;
  - respecting the privacy of employees and customers and complying with all laws in the collection, use and protection of personal information;
  - allowing the freedom of workers to leave their employment after reasonable notice without hinderance;
  - engaging foreign and migrant workers in compliance with immigration and labour laws in the country of employment; and
  - not requiring workers to pay fees to secure work, including recruitment fees, deposits or financial loans to employers or third parties.

To **display Leadership**, the supplier should:

- support and respect internationally recognised human rights as outlined in the Universal Declaration of Human Rights, the International Covenant on Economic, Social and Cultural Rights and the International Covenant on Civil and Political Rights;
- support and respect internationally recognised employment standards as outlined in the International Labour Organisation Declaration on Fundamental Principles and Rights at Work;
- work collaboratively with Transurban to increase the transparency and traceability of its extended supply

chains, identify and assess vulnerable labour;

- work towards providing for all workers and relevant sub-contractors access to non-judicial grievance channels and actively provide training for these channels. These channels may include the use and training on [Transurban's Whistleblower service](#); and
- work towards identifying negative human rights impacts and modern slavery risks present in their operations. For risks identified then, working towards remediating in line with the 'cause, contribute, or directly linked' framework provided by the UNGPs.
- provide wages and benefits that meet or exceed Living Wage benchmarks.

#### 4. Diversity and inclusion

Transurban's workforce is comprised of individuals with diverse skills, values, backgrounds, experiences and needs. Diversity is found in race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political belief.

Transurban values this diversity and recognises the organisational strength, opportunities for innovation and other corporate benefits that it brings.

We seek to work with suppliers who can positively contribute to increasing the diversity of the workforce on our sites and across our supply chains.

At a **minimum**, the supplier must:

- be respectful and inclusive of all individuals across their operations and supply chains and meet all laws in relation to eliminating discrimination.

To **display Leadership**, the supplier should:

- proactively increase the diversity of its supply chain workforce through its own recruitment processes or using businesses which support minority, disadvantaged or underrepresented societal groups such as Indigenous, disability, women-owned or social enterprises; and
- demonstrate their commitment to diversity and inclusion in their business through objectives and targets to support a diverse range of community groups in their operations and supply chains (for example, via their own Reconciliation Action Plan).

## 5. Community shared value

Transurban seeks to contribute to the social and economic health of the communities where we operate and values suppliers that can assist us in achieving our vision.

At a **minimum**, the supplier must:

- demonstrate community involvement and a willingness to respond to community and/or stakeholder issues e.g. regular stakeholder engagement, volunteering or donations.

To **display Leadership**, the supplier should:

- engage in procurement activities in local communities that support small to medium enterprises; and
- proactively create quality, long-term jobs and economic opportunities for local communities and enterprises adjacent to Transurban's assets.

## 6. Fair operating practices

Transurban supports procurement activities and supplier relationships that establish high standards of ethical behaviour and fair operating practices. This includes respect of payment terms, access to business opportunities for small and medium enterprises, fair contractual terms, and the prevention of fraud, conflicts of interest, bribery or corruption, unfair competition and breaches of property rights (including intellectual property rights).

At a **minimum**, the supplier must:

- comply with all relevant local and international laws and regulations regarding fair operating practices; and
- if a supplier becomes aware of instances where a Transurban employee has instigated or been involved in instance/s of unfair operating practices, they must immediately raise these concerns with Transurban

To **display Leadership**, the supplier should:

- proactively share with Transurban any concerns about unfair operating practices it becomes aware of and seek solutions through collaboration and dialogue; and
- sign up to the voluntary Australian [Supplier Payment Code](#) which advocates the on-time payment to small businesses.