

Purchase to Pay Policy



PURPOSE

This policy is intended to provide clarity on the purchasing of goods and services in an EDL business context. The key objective of this policy is to enable the safe, reliable and timely delivery of parts and services to all of EDL's operations in a way that delivers the most value to the organisation.

SCOPE

This policy applies to all EDL employees, contractors, directors and officers across each EDL site. Implementation of this policy is a shared responsibility and accountability for compliance with it rests with every individual. Individuals are to ensure that all work activities involving purchasing of goods and/or services are undertaken in accordance with appropriate training and procedures, and the principles of this policy.

POLICY STATEMENT

EDL is committed to working with suppliers who share its commitment to an injury free, safe and healthy work and natural environment for all workers, contractors and visitors at all EDL workplaces, and to achieving the Company goal of "Zero Harm". EDL views these commitments as being critical to business success.

Purchasing goods and services is an integral part of what EDL does and an essential requirement for the continued success and growth of the business. EDL will meet relevant legislation, Codes of Practice, Standards and other requirements governing EDL's operations and activities, including by:

- Establishing, maintaining and reviewing procedures, practices and standards for the safe supply of goods and services to EDL's operations;
- Delivering effective training and instruction to personnel in the use of the systems and procedures to enable compliance;
- Periodically reviewing the performance of the business in complying with the standards and addressing areas for improvement;
- Effectively communicating EDL's requirements to its suppliers to ensure alignment and compliance with its policies and procedures.

A handwritten signature in black ink, appearing to read 'Susan Marrinan', is written over a horizontal line.

Susan Marrinan, Chief Financial Officer

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