



## **GENERAL BUSINESS**

When selecting suppliers, Energy Developments Pty Ltd (EDL) is committed to operating honestly, fairly, and with integrity. We select suppliers based on the supplier's capacity to meet EDL's Safety and Quality standards. In addition, we seek to enter into supply agreements where suppliers are able to offer 'value add' services to our processes, are dedicated to providing a high level of service, have values that align with ours, and are motivated to build long term relationships that benefit both organisations.

Our suppliers are required to do the following when conducting business with our organisation:

1. Comply with EDL's Standard Terms and Conditions - Australia (located at <https://edlenergy.com>)
2. Maintain high levels of health and safety standards, comply with all of EDL's instructions and requirements when working at or visiting any EDL site, and otherwise take appropriate actions to create a safe working environment for their employees and anyone else affected by their business.
3. Comply with all applicable laws, regulations and relevant standards, including in relation to: the manufacture and / or supply (as applicable) of any goods supplied to EDL, health and safety, modern slavery and human trafficking, anti-discrimination, protection of the environment and the prevention of bribery, corruption, fraud, tax evasion, etc..
4. Respond within a timely and accurate manner to requests received from EDL.
5. Perform all activities in relation to EDL honestly and ethically, including appropriately managing and reporting on any conflicts of interest (whether these involve personal or professional interests).
6. Prevent the exposure of confidential EDL information to other individuals or organisations without the consent of EDL.
7. Consider the appropriateness of gifts being presented to EDL representatives.
8. If providing services at an EDL site (excluding offices not attached to a power station) – provide EDL with the right to audit their recruitment, training and safety records.

If you engage subcontractors when providing goods and/or services to EDL, you must make them aware of this Code.

Suppliers are required to monitor their compliance with this Code, notify us of any breaches, and take reasonable steps to address, remedy, and prevent any actual or potential breaches of this Code. A failure to comply with these minimum standards may result in us reassessing our supply arrangements with non-compliant suppliers.

All goods and/or services provided to EDL by a supplier are agreed to be governed by EDL's Standard Terms and Conditions – Australia to the exclusion of any other terms, and terms contained in any document supplied by the supplier, including any terms on a supplier's quote or invoice, will not form part of the agreement between EDL and the supplier.

## **PROCURE TO PAY**

EDL's Procure-to-Pay process is designed to facilitate the timely processing and payment of our suppliers. In order to ensure that we maintain an efficient commercial relationship with your business, it is requested that you adhere to the following:

- If a Purchase Order Number is provided it must be quoted on all invoices relating to the supply of the goods and / or services identified on the purchase order;
- A separate invoice is to be submitted for each purchase order, with a clear reference to the purchase order number; and
- Invoices are to be sent to the Accounts Payable email address ([invoices@edl.com.au](mailto:invoices@edl.com.au)) in the first instance.

*Non-compliance with these requirements may lead to delays in payment, the return of the invoice for rectification and possibly non-payment.*

Your adherence to the above will ensure payments due to your business are processed promptly and smoothly. Please pass this information on to all relevant areas within your business.

As an organisation, we value our suppliers and are committed to dealing with sincerity, fairness, reliability and working together to achieve outcomes satisfactory to both our needs.

Should you require any further detail or feel it necessary to bring any item to our attention, feel free to contact our Supply Chain Manager through [contracts@edlenergy.com](mailto:contracts@edlenergy.com).

As a supplier of EDL, the EDL Supplier Code of Conduct must be accepted, and where supply includes goods, it must be ensured



# EDL SUPPLIER CODE OF CONDUCT



that all goods supplied to Energy Developments comply with all relevant laws, regulations and other such standards applicable at the date of this document.

## SITE ACCESS

### **PRE-QUALIFICATION REQUIREMENTS**

The following table outlines the pre-qualification requirements of contractors. The pre-qualification requirements are to be obtained (once-only) **before** any attendance on an EDL site by a contractor.

Pre-Qualification	Minimum Requirement
Reference Checks:	A minimum of two references to be checked and documented.
Medical Check*: <i>*Medicals are not required for EDL office locations.</i>	Pre-employment medical & lab tested Drug and Alcohol screen** <i>**Most mine sites will require further specific checks before access to site will be granted.</i>
Police Check:	National Police Clearance (available online)*** <i>***Mine sites may require further checks before access to site will be granted.</i>
Driving History:	Include with National Police Clearance (only if driving EDL vehicles).
Right to work:	Photocopy of current Passport or appropriate Visa's.
Licence Checks:	Appropriate work related licences must be verified.

**LABOUR HIRE:** Providers of personnel hired to work under EDL supervision for a period of time will submit all prequalification requirements to EDL Human Resource Department for review and approval before accessing site.

**QUALIFIED SERVICE SUPPLIERS:** Companies hired by EDL to complete a specific scope of work will collect, review and hold pre-qualification requirements. EDL is not required to review the information before site access.

### **RIGHT TO VALIDATE**

The agreements entered with Qualified Service Suppliers must give EDL the right to validate and inspect pre-qualification requirements at any time - the validation will normally be conducted by an EDL regional OHS employee.

If a Pre-Qualified Service Supplier is found not to have obtained all pre-qualification requirements during the audit, the contractor will be immediately suspended from all sites until compliant with the requirements. If a serious breach, the contractor will be permanently removed as an approved contractor of EDL.

## TO BE FULLY COMPLETED BEFORE SUBMISSION

I have read, understood and accept EDL's Supplier Code of Conduct on behalf of: \_\_\_\_\_  
(COMPANY NAME)

I accept EDL's requirements regarding:

GENERAL BUSINESS	YES <input type="radio"/>	NO <input type="radio"/>
PROCURE TO PAY	YES <input type="radio"/>	NO <input type="radio"/>
SITE ACCESS: (Pre-qualifications)	YES <input type="radio"/>	N/A <input type="radio"/>
SITE ACCESS: (Right to Validate)	YES <input type="radio"/>	N/A <input type="radio"/>

(Please Tick)

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

POSITION: \_\_\_\_\_ DATE: \_\_\_\_\_