



ETHICAL PROCUREMENT POLICY

Date : 19 July 2024
Document No. : i24s-POL-025-1

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Document Control					
Version	Reason for Issue	Date	Prepared	Reviewed	Approved
A	Risk Management (Governance and Compliance)	15/2/2023	Anton Pickett, (Operations Manager, Civil & Construction)	Justin Kickett (Executive Director)	Angela Kickett (Executive Director)
1	Review	19/7/2024	Anton Pickett, (Operations Manager, Civil & Construction)	Justin Kickett (Executive Director)	Angela Kickett (Executive Director)

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- b) using the documents or data for any purpose not agreed to in writing by i24s.

1 PURPOSE

i24s Group Pty Ltd (“i24s”) (“the Group”) (ABN 74 650 861 402), is a 100 per cent owned and operated Aboriginal business. The Group is a leading provider of talent pipeline/workforce solutions, industrial equipment hire and goods, and outreach and advocacy services, for the Mining, Resources, Energy, Infrastructure and Property sectors.

The Group is committed to fair and transparent procurement processes as are outlined in this **Ethical Procurement Policy** (“Policy”).

2 INTRODUCTION

i24s is committed to a Policy of procurement and supply chain management which embodies the principles of ethics, transparency, safety, quality and business excellence.

All suppliers are required to conform to the principles which are outlined in the Policy and the supporting Group’s Business Partner Code of Conduct.

Our procurement procedures for selecting suppliers and sub-contractors are open, fair and transparent. All sub-contractors and suppliers must also support and align with client requirements for procurement.

All supplier purchases are undertaken in line with agreed procedures, utilising approved suppliers which adhere to our values.

3 SCOPE

This Policy applies to management and employees of the Group. However, from-time-to-time and only if authorised by the Co-Founders and Officers/Executive Directors of the Group, this Policy may also apply to sub-contractors and other parties undertaking work for the Group.

When the following terms are referenced herein, “we”, “our” or “us”, we are referring to everyone at i24s. The scope of this Policy applies to all workplaces which are under the Group’s control.

4 RESPONSIBILITIES

The Group enacts this Policy through the following actions.

- Employing effective processes for procurement, risk management, and supplier assessment.
- Sharing of best practice to build on the strengths of the Group’s and the supplier to optimise the whole supply chain.
- Not tolerating corrupt practices or the acceptance or payment of bribes, other unauthorised payments or
- inducements from or to suppliers or potential suppliers.
- Using contractual terms and conditions that support the implementation of this Policy and reviewing supplier performance in order to ensure compliance.
- Taking responsibility to ensure payment terms and other conditions are fulfilled.
- Supporting the use of local workforces and SMEs (Small/Medium Enterprises) where practically possible

- engaging with suppliers who have robust health and safety, ethical, environmental, sustainability, and gifts and hospitality policies and an unwavering commitment strong social responsibility.
- Engaging with suppliers who are committed to meeting the principles of anti-bribery, as detailed within the i24s Gifts, Entertainment and Hospitality Policy and our Anti-Bribery and Anti-Corruption Policy.

This Policy will be reviewed for currency on an annual basis, or more frequently if this is necessary.

The management at i24s are committed to the abovementioned rules and will:

- inform all employees, sub-contractors and other parties undertaking work for the Group about the abovementioned responsibilities; and
- make this Policy available to employees, sub-contractors and other parties undertaking work for the Group, as well as to periodically review this Policy to ensure it remains accurate and effective.

5 LOCALLY BASED AND INDIGENOUS-OWNED SUPPLIERS

As part of our ongoing commitment to ethical procurement, we canvass the markets in which we operate to ensure that we source locally based goods and services, including from Indigenous owned businesses, whenever possible.

This commitment extends to steadily increasing our annual spend with locally based and Indigenous owned businesses.

6 GOVERNANCE

The governance of this Policy is overseen by the Group's Officer and Chief Executive Officer, Angela Kickett. For further information about this Policy, please contact i24s on +61 8 9209 2090 or admin@i24s.com.au

Angela Kickett

Angela Kickett

Co-Founder/Executive Director

