

RESPONSIBLE SOURCING POLICY FOR Burgess Systems Consulting Pty Ltd

1. PURPOSE AND SCOPE

This Responsible Sourcing Policy outlines Burgess Systems Consulting Pty Ltd's commitment to ethical, sustainable, and responsible procurement practices across our supply chain. This policy applies to all employees, contractors, suppliers, and business partners involved in sourcing goods and services on behalf of the company.

2. POLICY STATEMENT

Burgess Systems Consulting Pty Ltd is committed to conducting business in a manner that respects human rights, protects the environment, and promotes ethical business practices throughout our supply chain. We expect our suppliers and business partners to share these values and comply with all applicable laws and regulations.

3. CORE PRINCIPLES

3.1 Ethical Business Conduct

We require all suppliers to:

- Conduct business with integrity and transparency
- Comply with all applicable laws, regulations, and industry standards
- Prohibit bribery, corruption, and fraudulent practices
- Maintain accurate business records and financial reporting
- Respect intellectual property rights

3.2 Human Rights and Labour Standards

We are committed to upholding fundamental human rights and expect our suppliers to:

- Prohibit forced labour, child labour, and human trafficking
- Provide fair wages and working hours in accordance with local laws
- Ensure freedom of association and collective bargaining rights
- Maintain safe and healthy working conditions
- Promote diversity, equity, and inclusion
- Prohibit discrimination and harassment of any kind

3.3 Environmental Sustainability

We strive to minimise environmental impact and require suppliers to:

- Comply with environmental laws and regulations
- Implement sustainable resource management practices
- Reduce greenhouse gas emissions and energy consumption
- Minimise waste and promote recycling and circular economy principles

- Avoid use of hazardous materials where possible
- Protect biodiversity and natural habitats

3.4 Supply Chain Transparency

We are committed to:

- Understanding our supply chain and identifying potential risks
- Conducting due diligence on suppliers and their practices
- Maintaining traceability of materials and products
- Addressing conflict minerals and high-risk commodities
- Reporting on supply chain performance and improvements

4. SUPPLIER SELECTION AND EVALUATION

4.1 Supplier Assessment

All potential suppliers will be evaluated based on:

- Compliance with this Responsible Sourcing Policy
- Quality and reliability of products or services
- Environmental and social performance
- Financial stability and business continuity
- Certifications and third-party audits (where applicable)

4.2 Supplier Approval

Suppliers must:

- Acknowledge and agree to comply with this policy
- Complete a supplier questionnaire or self-assessment
- Provide evidence of compliance with relevant standards
- Undergo risk assessment based on product category and location

4.3 Preferred Suppliers

We prioritise suppliers who:

- Hold recognised certifications (e.g., ISO 14001, SA8000, Fair Trade)
- Demonstrate strong environmental and social performance
- Support local communities and economies
- Invest in innovation and continuous improvement

5. SUPPLIER REQUIREMENTS

5.1 Code of Conduct

All suppliers must:

- Adhere to our Supplier Code of Conduct
- Cascade these requirements to their own suppliers
- Cooperate with audits and assessments
- Report any violations or concerns promptly

5.2 Compliance Monitoring

We reserve the right to:

- Conduct announced or unannounced audits of supplier facilities
- Request documentation and evidence of compliance
- Engage third-party auditors for independent verification
- Terminate relationships with non-compliant suppliers

5.3 Continuous Improvement

Suppliers are expected to:

- Set measurable targets for improvement
- Implement corrective action plans when issues are identified
- Share best practices and innovations
- Participate in capacity-building programs

6. HIGH-RISK CATEGORIES

We apply enhanced due diligence for:

- Conflict minerals (tin, tantalum, tungsten, gold)
- Products from high-risk regions or industries
- Raw materials with significant environmental impact
- Labour-intensive manufacturing processes
- Suppliers in countries with weak governance or enforcement

7. GRIEVANCE MECHANISM

7.1 Reporting Concerns

Employees, suppliers, and stakeholders can report concerns about:

- Violations of this policy
- Unethical or illegal practices
- Human rights abuses
- Environmental damage

7.2 Reporting Channels

Reports can be made:

- To direct supervisors or management
- Through our confidential whistleblower hotline: +61-2-8072-9891
- Via email to: disclosure@burgess-consulting.com.au
- Anonymously where permitted by law

7.3 Non-Retaliation

We prohibit retaliation against anyone who reports concerns in good faith.

8. REMEDIATION AND CORRECTIVE ACTION

When violations are identified, we will:

- Investigate the issue thoroughly and promptly
- Work with suppliers to develop corrective action plans
- Monitor implementation of improvements
- Terminate relationships if violations are severe or unresolved

9. TRAINING AND AWARENESS

We will:

- Provide training to procurement staff on responsible sourcing
- Communicate policy requirements to all relevant stakeholders
- Raise awareness of supply chain risks and best practices
- Encourage dialogue and collaboration with suppliers

10. GOVERNANCE AND ACCOUNTABILITY

10.1 Responsibility

HR Director is responsible for implementing this policy

Senior management oversees compliance and performance

All employees are responsible for adhering to policy principles

10.2 Review and Updates

This policy will be reviewed annually and updated as needed to reflect:

- Changes in legislation and regulations
- Emerging risks and best practices
- Stakeholder feedback and expectations
- Company growth and supply chain evolution

11. COMPLIANCE WITH MODERN SLAVERY LEGISLATION

This policy supports our compliance with the Modern Slavery Act 2018 (Cth) and our commitment to preventing modern slavery in our operations and supply chains.

12. CONTACT INFORMATION

For questions about this policy, contact: Sandra Burgess HR Director sandra@burgess-consulting.com.au +61-417-824-411

Policy Owner: Sandra Burgess/HR Director

Approved by: Mark Burgess/Managing Director

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