SUPPLIER CODE OF CONDUCT

QA – SC0C – REVISION 1

Approved by Naveen Radhappan

on 17/10/2025

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SUPPLIER CODE OF CONDUCT

1. MESSAGE FROM THE CEO

At Knight FM, we are dedicated to operating responsibly, ethically, and sustainably in all aspects of our business across Australia. Our commitment extends to every project, service, and engagement with our clients, personnel, and suppliers. We believe that achieving high standards of sustainability and ethical practice is essential to the long-term success and reputation of our organisation.

Our contractors and suppliers are fundamental to the way we deliver quality services and maintain operational excellence. We therefore engage with partners who share our commitment to integrity, safety, environmental responsibility, and respect for human rights. This Supplier Code of Conduct ("Supplier Code") sets out the minimum expectations we require of all contractors, their workforce, and any extended supply chain involved in providing goods, services, or materials to Knight FM.

We ask that all contractors ensure this Supplier Code is understood internally and communicated throughout their own supply chains. Compliance with the Code should be embedded into daily operations, reflecting the ethical, legal, and environmental standards we uphold. All contractors are expected to operate in accordance with applicable Australian federal, state, and local legislation, including workplace health and safety, fair work, privacy, environmental, and modern slavery laws.

This Supplier Code will evolve over time to reflect emerging best practices, regulatory changes, and societal expectations. We maintain open lines of communication with all contractors and welcome feedback regarding our policies, procedures, and performance.

If you have any questions or require clarification about this Supplier Code, please contact your Knight FM representative.

Naveen Radhappan
Chief Executive Officer

2. PURPOSE AND SCOPE

This Supplier Code applies to all contractors, subcontractors, tradespeople, and service providers who deliver goods, materials, or services to Knight Facilities Management (Knight FM) and its subsidiaries, including any personnel within their extended supply chains.

The application of this Code is governed by Australian Federal, State, and Local laws. Where differences exist between this Code and local norms or regulatory requirements, contractors must always adhere to the highest standard of lawful and ethical behaviour.

2.2 PURPOSE AND SCOPE

The following supplier categories are excluded from the full scope of this Code, unless explicitly required by Knight FM or where work poses elevated legal, reputational, or safety risks:

1. Low-Value, One-Off Suppliers — Vendors providing non-recurring goods or services under $5,000 in total annual spend (e.g., one-time purchases such as catering or stationery).
2. Publicly Regulated Utilities and Government Entities — Organisations already governed by equivalent or higher ethical and compliance frameworks.
3. Professional Services with Independent Governance — Auditors, legal firms, and similar entities already subject to their own professional conduct codes.
4. Emergency or Ad-Hoc Suppliers — Engaged during urgent operational requirements where prior Code acknowledgment is impractical; such suppliers are still expected to act lawfully and ethically.

Note: Exclusion from full application does not exempt suppliers from complying with all relevant laws, WHS obligations, and anti-slavery, anti-corruption, and privacy requirements.

2.2 COMPLIANCE EXPECTATIONS

Contractors are expected to implement policies, procedures, and operational practices to ensure compliance with this Code across their operations and supply chains.

The principles, values, and standards outlined herein should guide daily activities, decision-making, and subcontractor management when performing work for Knight FM.

Knight FM reserves the right to monitor contractor compliance, conduct audits, and request evidence or documentation demonstrating adherence to this Code.

Contractors must cooperate fully with such reviews and implement any corrective actions identified within agreed timeframes.

Contractors are encouraged to notify Knight FM proactively of any breach, risk, or challenge in meeting Code requirements, to enable collaborative resolution and continuous improvement.

2.2 ENFORCEMENT

In cases of serious, repeated, or unremedied non-compliance, Knight FM may, at its sole discretion:

- Suspend or terminate the contractual relationship;
- Remove the supplier from future procurement eligibility; and/or

- Report relevant matters to the appropriate Australian authorities or regulators.

Knight FM also reserves the right to require corrective action plans or additional oversight where compliance risks are identified.

3. ETHICAL BUSINESS PRACTICES

At Knight Facilities Management, ethical business conduct is fundamental to who we are and how we operate.
We expect all contractors, suppliers, and partners to demonstrate behaviours that reflect our core values: Accountable, Sustainable, Passionate, Innovative, Respectful, and Entrepreneurial. These values guide how we deliver services, build relationships, and make decisions that uphold trust and integrity in all aspects of our work.

3.1 ACTING WITH INTEGRITY

All contractors engaged by Knight FM must act with honesty, transparency, and professionalism — being Accountable for their actions and ensuring decisions are made ethically and responsibly.

Contractors must:

- Refrain from any form of fraud, bribery, corruption, theft, embezzlement, or misrepresentation.
- Ensure all records, invoices, and documentation are accurate and truthful.
- Avoid situations that compromise impartiality and disclose any conflicts of interest promptly.
- Conduct themselves in a Respectful and fair manner when representing Knight FM.
- Demonstrate a Passionate commitment to delivering quality outcomes while upholding integrity.

Example: A potential conflict of interest may occur when a supplier's employee has a personal or financial relationship with a Knight FM team member or client that could influence procurement or operational decisions.

3.2 ANTI-CORRUPTION AND BRIBERY

Knight FM maintains a zero-tolerance approach to bribery and corruption. Contractors must establish and maintain systems to prevent unethical conduct and uphold compliance with all relevant legislation, including the *Criminal Code Act 1995 (Cth)* and the *Corporations Act 2001 (Cth)*.

Contractors must:

- Not offer, give, solicit, or accept gifts, benefits, or hospitality that could be perceived as improperly influencing business decisions.
- Declare any offered hospitality or gifts to their Knight FM contact when it is reasonable and transparent.
- Avoid using political, charitable, or sponsorship contributions to gain business advantage.
- Uphold an Innovative and Accountable approach by embedding strong anti-bribery controls and clear internal reporting channels.

3.3 FAIR AND RESPONSIBLE COMPETITION

Knight FM expects all contractors to compete fairly and lawfully, promoting a Sustainable and ethical business environment.

All activities must comply with Australian competition and consumer laws, including the *Competition and Consumer Act 2010 (Cth)*.

Prohibited conduct includes:

- Price-fixing, bid-rigging, collusion, or market manipulation;
- Sharing commercially sensitive information with competitors;
- Engaging in deceptive, misleading, or unethical business practices.

Contractors should demonstrate Entrepreneurial integrity — driving performance and innovation through fair competition, transparency, and respect for clients, communities, and peers.

3.4 CONFLICTS OF INTEREST

Contractors must identify and disclose any actual, potential, or perceived conflicts of interest to Knight FM immediately.

To uphold Accountability and Respect, contractors should:

- Notify their Knight FM representative in writing as soon as a conflict arises.
- Avoid participating in related decision-making processes until the issue is resolved.
- Support fair and impartial resolutions that protect the integrity of both organisations.

Failure to declare a conflict of interest may result in corrective action, up to and including termination of the contract or removal from Knight FM's approved supplier list.

4. SUSTAINABILITY AND SOCIAL RESPONSIBILITY

Knight Facilities Management is committed to operating in a manner that is Accountable, Sustainable, Respectful, and Innovative, ensuring that our business activities create positive social, environmental, and economic impact.

We expect all contractors and suppliers to share this commitment and to embed ethical, responsible, and sustainable practices throughout their operations and extended supply chains.

4.1 HUMAN RIGHTS AND MODERN SLAVERY

Knight FM upholds the principles of human dignity, fairness, and equity in all aspects of our operations. We comply with the *Modern Slavery Act 2018 (Cth)* and expect our suppliers to do the same by identifying, assessing, and mitigating risks of modern slavery within their operations and supply chains.

All suppliers must comply with applicable Australian and international human rights standards, including but not limited to the *UN Guiding Principles on Business and Human Rights* and conventions established by the International Labour Organisation (ILO).

Minimum Standards

Area	Expectations
Voluntary Employment	Work must be conducted on a voluntary basis. Suppliers must prohibit all forms of slavery, forced labour, bonded or prison labour, child labour, physical or psychological coercion, and human trafficking.
Compliance with laws	Knight FM requires all Suppliers to comply with Australian laws, including those on human rights, modern slavery, forced labour, child labour, human trafficking, discrimination, workplace safety, and employment standards, including the Modern Slavery Act 2018 (Cth) and relevant state and territory legislation.
Responsible Supply Chains	Suppliers must implement procedures to manage risks in their operations and supply chains, ensuring downstream suppliers also comply. Where appropriate, international standards and best practices (e.g., UN Guiding Principles on Business and Human Rights) may be used to support compliance. Suppliers should also consider guidance from the Australian Human Rights Commission.
Training	Relevant personnel must be trained on forced labour risks and responsible recruitment to support effective risk prevention.
Terms of employment	All workers must be provided with terms of employment in a form they understand.
Minimum Working Age	No child shall be employed. Suppliers must enforce policies ensuring all workers, including apprentices and trainees, meet the minimum working age as required under applicable state and territory laws.
Freedom of Association	Knight FM expects Suppliers to respect workers' rights to freely join or form organisations that represent their workplace interests, without intimidation or reprisal, in line with applicable Australian laws. Suppliers must not interfere with or discriminate against workers for exercising this right.
Working hours and compensation	Working hours must comply with relevant award conditions and legislation. Compensation and work conditions must be fair, meet all applicable state and federal minimum wage requirements, and wages must be paid on time, in full, and regularly.

Labour Hire Licensing Compliance	Suppliers must comply with all applicable Labour Hire Licensing laws and regulations in the Australian state or territory in which they operate. This includes holding a valid labour hire licence where required, ensuring all personnel engaged through labour hire arrangements are legally entitled to work, and maintaining accurate records as mandated by the relevant authority. Suppliers operating in high-risk categories, including but not limited to cleaning and security, will be subject to an annual compliance review to ensure adherence to all labour hire licensing requirements.

4.2 MANAGEMENT OF SUBCONTRACTORS

Contractors are responsible for ensuring that their subcontractors, labour hire providers, and third-party agents operate in compliance with this Supplier Code of Conduct and relevant Australian laws.

To maintain ethical and sustainable operations, suppliers must:

- Conduct due diligence when engaging subcontractors, assessing risks of human rights breaches and non-compliance.
- Include this Code (or equivalent provisions) in all subcontractor agreements.
- Establish processes to monitor, audit, and verify compliance within the extended supply chain.
- Take prompt corrective action and report findings to Knight FM if any breaches are identified.

Knight FM reserves the right to review subcontractor management practices and request supporting documentation at any time.

5. CREATING AN INCLUSIVE ENVIRONMENT

Knight Facilities Management is an Australian organisation that values the diverse backgrounds, experiences, and perspectives of its people and partners.

We are committed to promoting an environment that is Respectful, Inclusive, and Accountable—one in which everyone can contribute their best work free from discrimination, harassment, or abuse.

All contractors, suppliers, and partners are expected to uphold these same principles and demonstrate a shared commitment to diversity, equity, inclusion, and fair treatment across their workplaces.

Suppliers must establish and maintain policies and procedures ensuring compliance with all relevant Australian workplace, equal opportunity, and anti-discrimination laws.

Where State or Territory legislation imposes higher standards, those requirements take precedence.

5.1 DIVERSITY, EQUITY AND INCLUSION

At Knight FM, we believe that embracing diversity makes us more Innovative, Sustainable, and Entrepreneurial.

We aim to reflect the communities we serve through inclusive recruitment, engagement, and partnership practices.

Suppliers are required to:

- Conduct all employment and worker relations ethically and lawfully, in line with federal and state legislation.
- Encourage diversity in recruitment, leadership, and career development, ensuring fair and equal opportunity for all workers regardless of gender, age, culture, disability, or background.
- Promote inclusive workplaces that respect the individual rights, dignity, and cultural identity of every person.
- Support Aboriginal and Torres Strait Islander participation, supplier diversity, and community partnerships wherever possible.
- Demonstrate a Passionate commitment to building teams and supply chains that are reflective of Australia's social fabric.

Example: Suppliers are encouraged to engage social enterprises, Indigenous-owned businesses, or inclusive employment programs where feasible.

5.2 DISCRIMINATION, HARASSMENT AND ABUSE

Knight FM maintains a zero-tolerance policy toward discrimination, bullying, harassment, victimisation, or abuse of any kind.

Suppliers must ensure that their workplaces are safe, respectful, and psychologically healthy, and that all workers are treated fairly and with dignity.

This includes:

- Preventing all forms of workplace harassment, including sexual harassment and victimisation.
- Prohibiting bullying, coercion, intimidation, or threats in any form.
- Providing clear, accessible reporting mechanisms for employees to raise concerns safely.
- Ensuring compliance with the *Fair Work Act 2009 (Cth)*, *Sex Discrimination Act 1984 (Cth)*, *Equal Opportunity Act*, and relevant State or Territory laws.

Suppliers must investigate and address complaints promptly and notify Knight FM where any incident may affect service delivery, worker wellbeing, or workplace safety.

Knight FM encourages suppliers to integrate mental health and wellbeing initiatives into their workplace culture, aligning with our Respectful and Accountable values.

5.3 WORKPLACE BEHAVIOUR AND EQUAL OPPORTUNITY TRAINING

Knight FM expects all suppliers and contractors to provide regular, role-appropriate training for their personnel on workplace behaviour, diversity, inclusion, and the prevention of harassment and discrimination.

Suppliers must ensure that:

- All personnel—including apprentices, trainees, and subcontracted workers—complete periodic training relevant to their roles.
- Training covers obligations under the *Fair Work Act 2009 (Cth)*, *Sex Discrimination Act 1984 (Cth)*, *Equal Opportunity* legislation, and other relevant workplace laws.
- Personnel are aware of reporting and escalation procedures, and complaints are handled promptly, confidentially, and without retaliation.
- Records of training completion and competency are maintained and available to Knight FM upon request.

These measures help maintain a safe, respectful, and inclusive workplace throughout the supply chain and demonstrate shared responsibility for upholding Knight FM's ethical and lawful standards.

6. HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITY

Knight Facilities Management is deeply committed to providing a safe, healthy, and sustainable workplace.

We believe that caring for people and the environment is an expression of our values — Accountable, Sustainable, Passionate, Innovative, Respectful, and Entrepreneurial.

All suppliers and contractors must uphold these same standards by prioritising worker wellbeing, protecting the environment, and actively reducing the impact of their operations.

6.1 COMPLIANCE

Suppliers must comply with all applicable health, safety, and environmental laws, regulations, and codes of practice, including but not limited to:

- *Work Health and Safety Act 2011 (Cth)* and relevant state-based WHS legislation
- *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*
- *Dangerous Goods (Storage and Handling) Regulations* (State/Territory specific)

Suppliers must also maintain effective Health, Safety, and Environmental Management Systems (HSEMS) aligned with ISO 45001 and ISO 14001 principles to ensure continuous improvement and compliance.

Compliance is not only a legal requirement — it is a shared responsibility reflecting our value of Accountability.

6.2 WORKER SAFETY

Knight FM expects all suppliers to ensure that every worker returns home safe and well, every day.

Suppliers must:

- Ensure workers are fit for duty and provided with appropriate personal protective equipment (PPE).
- Implement and regularly review safe work practices to identify, eliminate, or mitigate risks.
- Conduct risk assessments, toolbox talks, and safety briefings as part of daily operations.
- Encourage the immediate reporting of hazards, near misses, and incidents without fear of reprisal.
- Provide all required induction and role-specific training to ensure workers understand their tasks, hazards, and controls.
- Support psychological health and wellbeing, recognising that mental safety is as vital as physical safety.

All personnel have Stop Work Authority — the right and obligation to stop work immediately if unsafe conditions arise.

6.3 PUBLIC AND COMMUNITY SAFETY

Suppliers must take all reasonably practicable steps to protect the health and safety of clients, the public, and community members affected by their operations.

This includes implementing control measures to prevent harm to third-party infrastructure, neighbouring properties, and local ecosystems.

Suppliers should also demonstrate Respect for local communities by engaging transparently and minimising disruption or environmental impact during works.

6.4 SUSTAINABLE PRACTICES

Knight FM is committed to operating in an environmentally responsible manner and expects suppliers to do the same.

Suppliers must actively support Knight FM's Sustainability Policy and Greenhouse Gas (GHG) Emissions Reduction Strategy.

Suppliers are expected to:

- Minimise waste and maximise reuse, recycling, or responsible disposal.
- Reduce energy and water consumption through efficient technologies and innovative methods.
- Avoid unnecessary environmental impact and pollution during works.
- Support and implement measures to reduce GHG emissions, including monitoring and reporting when requested.
- Incorporate sustainable procurement by selecting environmentally preferable materials and services.
- Protect and maintain ecosystems and biodiversity, avoiding degradation of natural habitats.
- Consider life-cycle impacts of materials, equipment, and processes when planning and delivering work.
- Measure, manage, and report on social, environmental, and governance (ESG) performance, including any regulatory breaches, fines, or incidents affecting Knight FM operations.

Sustainability is not optional — it is an integral part of being Accountable and Innovative partners in building a better future.

6.5 REPORTING

Suppliers must notify Knight FM immediately of any:

- Workplace incidents, injuries, or near misses involving Knight FM operations.
- Environmental incidents, spills, or contamination.
- Breaches of WHS or environmental laws, regulations, or licence conditions.

All incidents must be investigated, and corrective actions implemented to prevent recurrence. Suppliers should maintain accurate incident records and share lessons learned to support continuous improvement across the partnership.

7. CONFIDENTIALITY AND DATA PROTECTION

At Knight FM, we are committed to safeguarding the privacy, integrity, and confidentiality of all business, personal, and client information.

Suppliers and contractors are expected to act with Accountability, Respect, and Integrity when handling sensitive information, ensuring compliance with applicable laws and Knight FM's internal policies.

7.1 CONFIDENTIAL INFORMATION

Contractors and suppliers must protect all confidential, proprietary, or sensitive information obtained through their work with Knight FM.

This includes, but is not limited to:

- Commercial, operational, financial, and technical data
- Client information and project details
- Employee or subcontractor information
- Systems, methodologies, or intellectual property developed for or by Knight FM

Suppliers must:

- Use confidential information only for legitimate business purposes and in accordance with contractual obligations.
- Prevent unauthorised access, use, copying, or disclosure of such information.
- Ensure that all personnel, subcontractors, and third parties with access to confidential information are bound by equivalent confidentiality obligations.

All confidential information remains the property of Knight FM and must be returned or securely destroyed upon request or completion of work.

7.2 DATA PRIVACY

Suppliers must comply with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APPs) when collecting, storing, using, or disclosing personal information.
They must implement appropriate technical, administrative, and organisational safeguards to prevent unauthorised access, loss, or misuse of personal data.

Suppliers are expected to:

- Maintain secure data storage and transfer methods, including encryption and access control.
- Restrict access to personal data to authorised personnel only.
- Notify Knight FM immediately of any actual or suspected data breach in line with the *Notifiable Data Breaches (NDB) scheme*.
- Ensure that subcontractors and cloud service providers handling personal information also comply with privacy and cybersecurity obligations.
- Regularly review and update their information security measures to reflect emerging risks and technologies.

Knight FM encourages suppliers to adopt Innovative and Accountable approaches to data security, including compliance with ISO 27001 Information Security Management standards where applicable.

7.3 INTELLECTUAL PROPERTY

All intellectual property (IP) developed for or provided by Knight FM, including designs, reports, project documentation, and branding assets, remains the exclusive property of Knight FM unless otherwise agreed in writing.

Suppliers must not:

- Use Knight FM's name, logo, branding, or project imagery in any advertising, proposal, or public communication without prior written consent.
- Reproduce, adapt, or distribute any materials created for Knight FM without authorisation.

Suppliers must also ensure that any third-party IP used in the provision of goods or services does not infringe copyright or licensing laws.

Knight FM values Respectful and Innovative partnerships, where intellectual property is handled with transparency, protection, and mutual trust.

8. CONTRACTOR CONDUCT AND MONITORING

Knight Facilities Management is committed to maintaining Accountable, Transparent, and Sustainable relationships with its suppliers and contractors.

All contractors must adhere to the standards in this Supplier Code and cooperate with Knight FM's monitoring and improvement processes.

Regular oversight ensures that our partnerships remain ethical, safe, and compliant with all applicable laws and internal policies.

8.1 COMPLIANCE OVERSIGHT

Knight FM reserves the right to monitor, assess, and verify supplier compliance at any stage of engagement. This may include:

- Conducting audits or inspections of contractor operations, records, and worksites.
- Requesting documentation, evidence, or policies demonstrating compliance with this Code.
- Reviewing labour hire, WHS, environmental, and modern slavery compliance as part of ongoing supplier evaluations.
- Requiring independent third-party audits in high-risk or regulated service categories.

Suppliers must cooperate fully and provide reasonable access to personnel, records, and facilities when requested.

Compliance oversight is not punitive—it supports continuous improvement and shared responsibility for ethical business conduct.

8.2 CORRECTIVE ACTIONS

Where non-compliance or risks are identified, contractors must act promptly and effectively to address them.

Knight FM may, at its discretion:

- Issue formal notices of corrective action and require written responses or evidence of remediation.
- Impose temporary suspensions or restrictions until compliance is achieved.
- Terminate agreements for serious or repeated non-compliance, or refer the matter to relevant authorities if legal breaches are involved.

Suppliers are encouraged to treat non-conformances as opportunities to learn, innovate, and strengthen their own management systems.

Taking ownership of corrective actions reflects our core value of being Accountable.

8.3 REPORTING MECHANISMS

Knight FM promotes a culture of Respectful communication and open reporting.

Suppliers and their personnel are encouraged to report any concerns or incidents that may impact ethical, safe, or lawful operations, including:

- Health, safety, or environmental incidents
- Unethical, illegal, or corrupt conduct
- Breaches or suspected breaches of this Supplier Code

Reports may be made confidentially and without fear of retaliation through:

- The Knight FM Whistleblower Hotline or email (as outlined in Section 8.4 – Whistleblower Protection)
- A Knight FM Procurement or HR contact
- Directly to relevant regulatory authorities, where applicable

Knight FM is committed to investigating all reports promptly and fairly, protecting the anonymity and rights of those who raise concerns in good faith.

Reporting helps us maintain a Sustainable and Ethical supply chain, promoting transparency and trust.

8.4 WHISTLEBLOWER PROTECTION

Knight Facilities Management is committed to promote an environment where concerns can be raised safely, confidentially, and without fear of reprisal.

Suppliers, contractors, and their personnel are encouraged to report any behaviour that may breach laws, regulations, or this Supplier Code of Conduct.

Reports may relate to (but are not limited to):

- Fraud, bribery, corruption, or financial misconduct
- Modern slavery or human rights violations
- Unsafe or unlawful workplace practices
- Discrimination, bullying, or harassment
- Environmental breaches or misuse of confidential data
- Any unethical, dishonest, or improper conduct

Reports can be made confidentially through the following channels:

- KNIGHT FM Whistleblower Reporting Email: australiahr@knightfm.com
- Procurement or HR representative
- External authorities, such as ASIC, the Fair Work Ombudsman, or Safe Work Australia

All reports made in good faith will be handled with confidentiality and investigated promptly, impartially, and fairly.

Knight FM strictly prohibits retaliation, victimisation, or disadvantage against any individual or organisation that raises a genuine concern.

Suppliers are also expected to implement similar non-retaliation and confidentiality measures within their own operations.

For further information, please refer to the Knight FM Whistleblower Policy, available upon request or via the company's official website.

Upholding transparency and integrity in how we handle concerns reflects our values of being Accountable, Respectful, and Sustainable.

9. IMPLEMENTATION AND CONTINUOUS IMPROVEMENT

Knight Facilities Management is committed to maintaining partnerships built on Accountability, Sustainability, and Innovation.

Suppliers play a vital role in upholding these standards and are expected to continually improve their business practices, systems, and culture to align with Knight FM's ethical and operational expectations.

9.1 POLICIES AND PROCEDURES

Contractors and suppliers must establish and maintain documented management systems and internal procedures that reflect the principles of this Supplier Code.

These systems should include, but are not limited to:

- Ethics and integrity management — ensuring decisions and conduct reflect honesty, transparency, and fairness.
- Health, safety, and environmental management — consistent with ISO 45001 and ISO 14001 principles.
- Anti-slavery and human rights frameworks — aligned with the *Modern Slavery Act 2018 (Cth)* and international standards.
- Data protection and privacy controls — to safeguard confidential and personal information.
- Fair work and labour practices — consistent with Australian industrial relations laws and Knight FM's workplace values.

Suppliers are expected to monitor and review these systems regularly, ensuring ongoing compliance and responsiveness to evolving legal, social, and environmental requirements.

9.2 TRAINING

Suppliers must ensure that all personnel — including subcontractors, site workers, and management — receive appropriate training on the requirements of this Code and related compliance topics.

Training should:

- Be tailored to workers' roles, risks, and level of responsibility.
- Cover Knight FM's Code expectations, ethical behaviour, safety standards, and environmental responsibilities.
- Include awareness of modern slavery risks, data privacy obligations, and diversity and inclusion standards.
- Be refreshed periodically to reflect legislative and policy updates.

Records of training completion must be maintained and made available to Knight FM upon request.

9.3 SUPPLIER PERFORMANCE REVIEWS

Knight FM will periodically review supplier and contractor performance to ensure ongoing alignment with this Code and Knight FM's business values. Reviews may consider safety performance, service quality, ethical conduct, social responsibility, and environmental impact.

Where opportunities for improvement are identified, suppliers are encouraged to:

- Develop and implement corrective or preventive action plans.
- Share best practices, innovations, and sustainability initiatives.
- Participate in collaborative improvement programs with Knight FM.

Knight FM values suppliers who demonstrate a commitment to innovation, learning, and continual progress in delivering sustainable and ethical outcomes.

10. GLOSSARY AND REFERENCES

Contractor – Any tradesperson, subcontractor, or service provider engaged by Knight Facilities Management.

Supplier – Any organisation or entity providing goods, services, or materials (including subcontractors and professional service providers) to Knight FM.

Second Tier Supplier – A subcontractor or secondary supplier engaged by a primary supplier to deliver goods or services as part of Knight FM's supply chain.

PPE (Personal Protective Equipment) – Equipment provided to protect workers from health and safety hazards.

Confidential Information – Any non-public information relating to Knight FM or its clients.

Stop Work Authority – The right and responsibility of any worker to stop work immediately if unmitigated hazards pose a risk of injury or incident.

GHG Emissions – Greenhouse gas emissions. Suppliers are expected to support Knight FM's GHG emissions policy and report on applicable reductions or mitigation measures.

High-Risk Categories – Areas of work considered higher risk under labour hire or compliance frameworks, such as cleaning and security services.

Modern Slavery Practices – Practices including trafficking, forced labour, servitude, debt bondage, child labour, forced marriage, and deceptive recruiting.

Whistleblower – Any person who, in good faith, reports suspected unethical, illegal, or unsafe conduct under Knight FM's Whistleblower Policy.

Commonwealth Laws and Standards:

- *Work Health and Safety Act 2011 (Cth)* – Governs workplace health and safety across Australia.
- *Fair Work Act 2009 (Cth)* – Regulates employment conditions, awards, minimum wages, and entitlements.
- *Modern Slavery Act 2018 (Cth)* – Requires entities to report on modern slavery risks and actions.
- *Privacy Act 1988 (Cth)* – Regulates the handling of personal information and data protection obligations.

- *Superannuation Guarantee (Administration) Act 1992 (Cth)* – Mandates superannuation contributions for employees.
- *Corporations Act 2001 (Cth)* – Governs corporate governance and duties of officers.
- *Competition and Consumer Act 2010 (Cth)* – Addresses fair trading and anti-competitive practices.
- *Sex Discrimination Act 1984 (Cth)* – Prohibits discrimination on the basis of sex, sexual orientation, and gender identity.
- *Racial Discrimination Act 1975 (Cth)* – Prohibits racial discrimination.
- *Disability Discrimination Act 1992 (Cth)* – Prohibits discrimination based on disability.
- *Environment Protection and Biodiversity Conservation Act 1999 (Cth)* – Protects Australia's environment and biodiversity.

Relevant International and Industry Standards

- *ISO 9001:2015* – Quality Management Systems.
- *ISO 14001:2015* – Environmental Management Systems.
- *ISO 45001:2018* – Occupational Health and Safety Management Systems.
- *ISO 20400:2017* – Sustainable Procurement Guidelines.
- *ISO 27001:2022* – Information Security Management Systems.
- *UN Guiding Principles on Business and Human Rights* – Framework for corporate responsibility to respect human rights.

Note: This glossary is provided for clarity and guidance only. It does not replace formal legal definitions or obligations under Commonwealth or State legislation.

Suppliers remain responsible for ensuring compliance with all relevant laws, regulations, and standards applicable to their operations and contractual agreements with Knight FM.

State-Specific Labour Hire Licensing Laws:

Labour Hire Compliance: Knight FM suppliers must ensure full compliance with all relevant labour hire laws, holding valid and current licences in each jurisdiction where services are provided.

- Labour Hire Licensing Act 2018 (Vic) – Requires all labour hire providers in Victoria to be licensed. The Act protects workers from exploitation and promotes integrity within the labour hire industry.
- Labour Hire Licensing Act 2017 (Qld) – Establishes a mandatory licensing scheme for labour hire providers operating in Queensland. Both providers and users of labour hire services must use only licensed operators.
- Labour Hire Licensing Act 2017 (SA) – Requires all labour hire providers to be licensed with Consumer and Business Services South Australia. Operating without a licence is a serious offence and may incur significant penalties.
- Other Jurisdictions – Contractors must remain informed of and comply with any additional labour hire licensing or registration requirements applicable in other Australian states or territories where they operate.

11. ACKNOWLEDGEMENT & SUPPLIER DECLARATION

By signing below, the Supplier acknowledges receipt of and agrees to comply with the Knight FM Supplier Code of Conduct.

SUPPLIER ACKNOWLEDGEMENT			
Supplier Legal Name	Click or tap here to enter text.		
ABN/ACN:	Click or tap here to enter text.		
Authorised Signatory:	**Title:**	**Signature:**	**Date:**
Click or tap here to enter text.	Click or tap here to enter text.		Click or tap here to enter text.

The Supplier confirms that they:

- Have read and understood this Code;
- Comply with relevant Australian laws (including the *Modern Slavery Act 2018* and labour hire licensing requirements);
- Maintain internal policies and training consistent with the Code; and
- Commit to continuous improvement and ethical conduct.

☐ We have completed the Self-Assessment Checklist attached to this declaration.

VICTORIA Level 1, 283 Normanby Rd, Port Melbourne 3207

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NORTHERN TERRITORY 29/16 Charlton Crt, Woolner 0820

www.knightfm.com.au