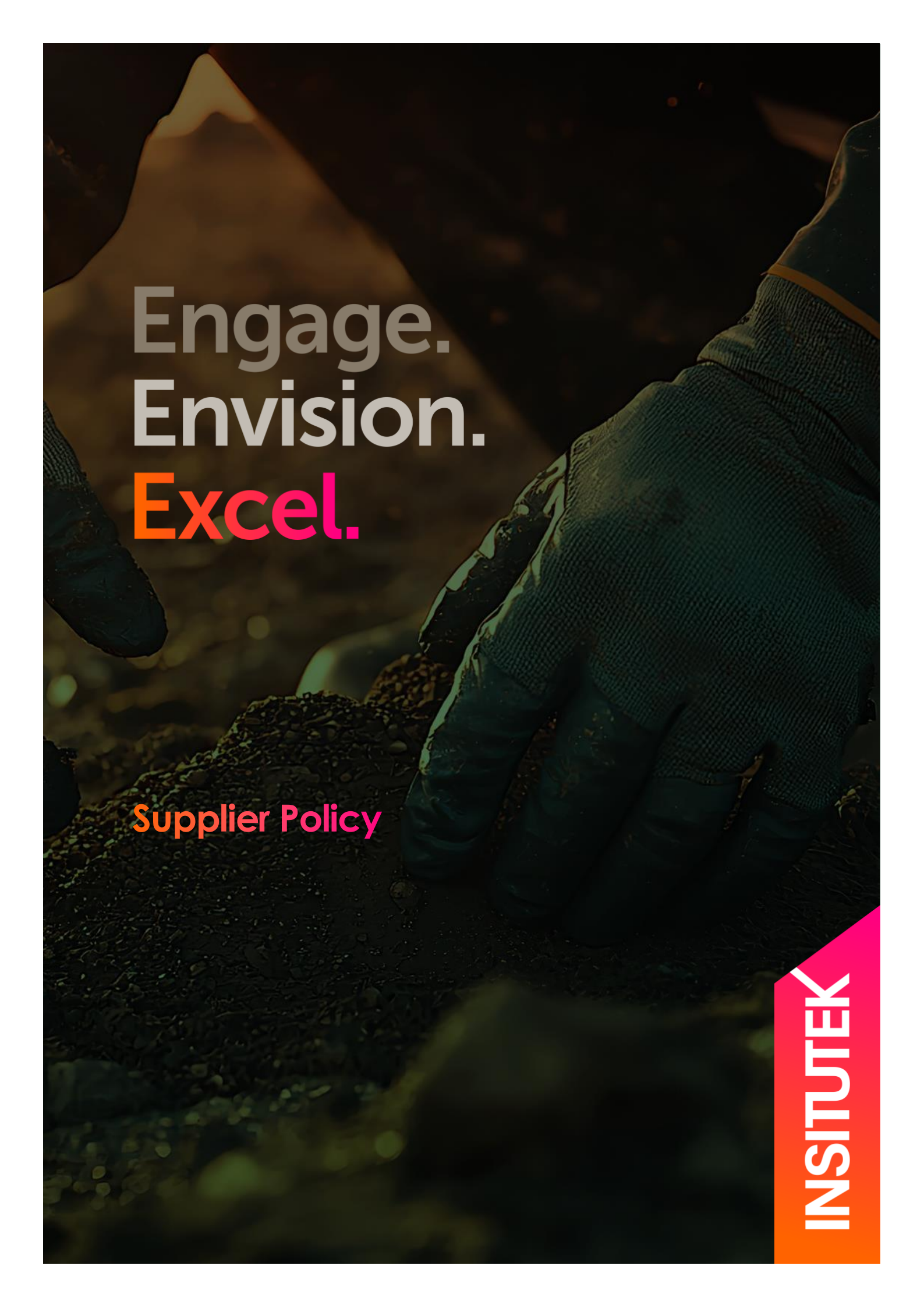




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Supplier Policy

INSITUTEK

Supplier Policy

Insitutek has developed this supplier policy to facilitate the purchase and use of materials, products, and services that focus on social, environmental, community and performance goals reducing our overall impact and promoting ecological benefits.

Policy details

1. Preference will be given to suppliers that meet robust third-party social and environmental certification criteria.
2. When price and quality are equal, preference will also be given to independent, woman, or minority-owned suppliers physically located within 150 kilometres of Insitutek (relative to where the work is being done / where the team is).
3. Insitutek actively reduces its need for ongoing consumables. Remaining purchases are evaluated for sustainability, such as paper materials (business cards, printer paper, envelopes, files) that meet one or more of the following criteria:
 - a. At least 50% post-consumer recycled material
 - b. At least 50% renewable materials
 - c. At least 50% materials harvested or extracted and processed within 500 kilometers
 - d. At least 50% FSC certified paper products
4. Insitutek must only procure necessary equipment. Of those necessities, we encourage the purchase of sustainable durable goods. These include:
 - a. Environmentally sustainable, electric-powered equipment, including office equipment, appliances, external power adapters, televisions and other audio-visual equipment, which must be ENERGY STAR certified, when feasible.
 - b. Second-hand electronics and equipment will be purchased when possible.
 - c. Environmentally preferable or second-hand furniture should be purchased, where feasible.
5. We will use lower impact methods of product transportation when possible, increasing transit times with road freight, rather than high impact air freight. Insitutek will not engage suppliers that have:
 - a. failed to make superannuation or pension contributions on behalf of employees in accordance with relevant country law
 - b. purported to treat employees as independent contractors, where they are not
 - c. required persons who would otherwise be employees to provide an Australian Business Number so that they could be treated as independent contractors

- d. engaged persons on unpaid work trials or as unpaid interns, where they should be treated as employees
- e. paid employees wages below those provided for in the relevant country national minimum wage
- f. been found to promote gender inequality or violence
- g. authorised, offered, given or promised anything of value, directly or indirectly, (1) to a government official to influence official action; or (2) to anyone to induce them to perform his or her work duties disloyally or otherwise improperly?
- h. not complied with all local laws, including anti-corruption laws
- i. made or permitted its personnel or representatives to make Facilitation Payments

Minority groups refer to groups who have traditionally not had equal access to economic opportunities because of discrimination or other societal barriers. This may vary by context and by geography. Take into consideration gender, ethnicity, sexual-orientation, age, disabilities, immigration background and/or low-income status that may qualify an individual as being part of a previously excluded population.

Facilitation Payments are defined as a payment or thing of value (typically of low value) given to a Government Official to expedite or secure the performance of a routine government action (actions that are ordinarily and commonly performed)

Contact

If you have any questions regarding this document, please contact Belle via email at isabella.panganiban@insitutek.com. We would love to hear your feedback on our policies with any suggestions on clarity or additional information.

Review

This policy was last updated and reviewed on 15 November 2021.
This policy was adopted by Insitutek Pty Ltd in August 2020.

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