



At Darwin Convention Centre (DCC), we are committed to excellence, integrity and responsibility in all aspects of our operations. We expect this same commitment from our suppliers, contractors, consultants, agents and other providers of goods and services. Our Supplier Code of Conduct outlines the standards we expect from our partners to ensure ethical, lawful and sustainable practices in every engagement. We also require suppliers to hold their contractors accountable to the same standards.

SUPPLIER CONDUCT PRINCIPLES

Legal Compliance

Suppliers and their subcontractors must comply with all applicable laws related to labour, health and safety, and the environment. Any allegations of noncompliance, breaches or investigations into their business/organisation must be reported to the Darwin Convention Centre. Corruption, bribery, extortion or embezzlement is strictly prohibited and may result in immediate contract termination and legal consequences. All incidents or suspicions will be reported to ASM Global Management and as required, to relevant authorities. This applies to all suppliers or agents operating on their behalf, however occurring.

Conflicts of Interest and Gifts

Suppliers must avoid any real or perceived conflict of interest. Any relationship with a Darwin Convention Centre employee that could influence decision-making, where the DCC employee may have an interest of any kind in the supplier's business or economic ties with the supplier, must be disclosed. Additionally, offering gifts or hospitality to influence business decisions or gain an unfair advantage is not allowed.

Labour and Human Rights

The Centre expects suppliers and their subcontractors to provide a fair and ethical workplace that upholds human rights:

- **Anti-Discrimination:** Employment practices must not discriminate based on age, disability, ethnicity, gender, marital status, political affiliation, race, religion, sexual orientation, gender identity, union membership or any other status protected by law, in hiring or other employment practices.
- **Freedom of Association:** Respect the rights of workers to associate or not associate with any group without fear of reprisal, discrimination, intimidation or harassment.
- **Legal Employment:** Employ staff who are legally authorised to work, with proper documentation.
- **No Forced or Underage Labour:** Not use any form of forced, bonded or indentured labour, only engage workers who are the applicable minimum legal age and ensure that all work is undertaken without coercion.
- **Fair Wages and Conditions:** Meet legal requirements and apply sound employment practices regarding staff wages, benefits, hours, leave and compensation.
- **Modern Slavery:** Must comply with applicable legislation and proactively identify and report on risks of modern slavery practices in their business operations and through their supply chains.

Suppliers must treat employees and contractors with dignity and respect, fostering a workplace that is free from discrimination, harassment and abuse. We have zero tolerance for inappropriate conduct, including yelling or swearing, physical threats, abuse or slurs, unwanted sexual advances, and taking or damaging property. The Centre reserves the right to deny entry or remove individuals who violate these expectations and display discriminatory, threatening or harassing behaviour.

Health, Safety, and Wellbeing

Suppliers must ensure a safe and healthy working environment and comply with all relevant health and safety laws. The wellbeing of workers and visitors is a priority, and appropriate systems and safeguards must be in place to prevent workplace hazards and incidents.



SUPPLIER CODE OF CONDUCT



Environmental Responsibility

Suppliers are expected to comply with all applicable environmental protection laws and continually strive to minimise the environmental impact of their operations, products and services. Hazardous materials must be safely handled and disposed of, with any potential risks promptly communicated to the Centre.

Diversity in Supply

Darwin Convention Centre encourages a diverse and inclusive supply chain. We support working with First Nations businesses, minority-owned enterprises, gender-equity-driven organisations, businesses that support people with disabilities and community-based partners.

Brand and Reputation Management

Suppliers must not take photographs, record videos, or post about the Darwin Convention Centre, its events, or stakeholders on social media without written consent. The intellectual property, logos, and trademarks of the Darwin Convention Centre must not be used for endorsements or promotions without prior approval.

SUPPLIER DECLARATION

Suppliers must adhere to this Code of Conduct at all times. Breaches may result in cancelled orders, termination of contracts and legal action. This Code overrides any conflicting terms in other agreements in the event of a violation. For the avoidance of doubt, an event of termination that occurs due to a breach of this Code will prevail over any other contrary clause in any other agreement between the parties.

By signing below, the supplier confirms their understanding and acceptance of this Code and commits to upholding these standards in all dealings with the Centre.

Supplier Details

Company Name: _____

ABN: _____

Authorised Signatory

Name: _____

Signature: _____

Date: _____