

Responsible Sourcing Policy

Leemark Engineering is committed to the highest possible standards of environmental, ethical and social responsibility performance in respect of all its products and services. Leemark strives to be the best for its customers and its people, and looks to make a positive contribution to society wherever it operates.

To define the environmental, ethical and social responsibility principles that its suppliers adhere to, Leemark has developed nine principles. The Principles are anchored in internationally recognised standards, including the UN Guided Principles on Business and Human Rights and the Universal Declaration of Human Rights. Suppliers are expected to adhere to these principles at all times. Leemark aims to be a good partner in return, and will work with suppliers to support any necessary improvements, encourage continual improvement, and reward good performance.

Principle 1. Business is conducted lawfully and with Integrity

- There is a prohibition of all forms of bribery, corruption, extortion or embezzlement and suppliers have robust procedures in place to prevent bribery and corruption.
- Any conflict of interest in a supplier's business dealings with Leemark must be declared. Any ownership or beneficial interest in a supplier's business by a government official, representative of a political party or a Leemark employee is declared to Leemark prior to any business relationship with Leemark being entered into.
- Any business entertaining or hospitality with Leemark is reasonable, entirely for the purpose of maintaining good business relations and not intended to influence in any way Leemark's decisions about how Leemark awards future business. Gift giving between supplier's employees and Leemark's employees is avoided.
- All business and commercial dealings must be transparent and accurately recorded in the supplier's books and records.

Principle 2. Fair Wages are paid

- Workers must be provided with a total compensation package that includes wages, benefits and paid leave which meets or exceeds the national legal minimum standards. Wages must not be paid in kind.
- Written and understandable information must be provided to workers outlining the terms, conditions and wages of their employment before they enter employment.

Principle 3. Working Hours are not Excessive

- The working hours of all workers must comply with national laws and be reasonable. All overtime requested by the employer is compensated fairly and appropriately managed.

Principle 4. No discrimination is practiced

- Suppliers must have employment policies and practices that embrace equality for all. There should be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Principle 5. Child labour is not used

- Under no circumstances will workers be used who are under the age of 16 or are under the minimum age for work (which is the higher). Workers under the age of 18 must not be employed at night or required to undertake hazardous work.

Principle 6. Worker's health and safety is protected

- A safe, healthy and hygienic workplace must be provided and necessary steps taken to prevent accidents, injuries and ill health arising from the course of the work. Clean toilet facilities and potable water must be provided.

Principle 7. Workers have access to fair procedures and remedies

- Workers must be provided with transparent, fair and confidential procedures that result in swift, unbiased and fair resolution of difficulties which may arise as part of their work relationship.

Principle 8. No harsh or inhumane treatment or harassment is allowed

- Employees must be treated fairly and in accordance with local legal norms. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse of other forms of intimidation shall be prohibited.

Principle 9. Environmental impacts are managed

- Suppliers shall operate in an environmentally responsible and efficient manner to minimise adverse impacts on the environment. They shall also ensure the safe handling, movement, storage, recycling, reuse, or management of waste, air emissions and wastewater discharges and take all reasonable measures to prevent any spills/releases