

# Supplier Code of Conduct

Dear Supplier,

SEEK's Purpose is to help people live more fulfilling and productive working lives, and help organisations succeed. This commitment to our purpose and focus on long-term success rather than short term performance underpins everything we do.

Our focus on the long term includes a commitment to have a positive impact on the communities in which we operate and to live up to the expectations of our stakeholders. An important part of this work involves collaborating with our suppliers to assist us to meet these obligations.

This Supplier Code of Conduct sets out the minimum standards and practices that we expect our suppliers to uphold when interacting with us, other organisations and the wider community. SEEK also expects suppliers to progress and enhance their practices beyond these minimum expectations as part of your own continuous business improvement.

Thank you in advance for accepting and complying with SEEK's Supplier Code of Conduct.

Kind regards,

Kate Koch  
Chief Financial Officer

It is expected that all suppliers fully comply with all local laws and regulations. If these differ from the Code, suppliers are expected to comply with whichever provides the greatest protection to SEEK, the suppliers' employees and the environment.

## Corporate Responsibility

Across all aspects of operations, SEEK is committed to conducting business in an honest, ethical and accountable way - upholding the standards set for us by the law, our customers, partners and communities.

In support of this and our continued growth, we have robust governance and risk management systems in place, supported by employee education, that ensures awareness of expected workplace and business behaviours.

### SEEK's suppliers must take appropriate steps to ensure:

1. Employees, including management, sub-contractors and agents, act with honesty, integrity and uphold relevant industry and ethical standards.
2. Business activities comply with all applicable laws, including privacy laws, and adequate processes are maintained to monitor compliance.
3. Adequate plans, procedures and practices are in place – and tested on a regular basis - to ensure that business operations can continue in the event of disaster or emergency.
4. They submit declarations as to whether or not their employees, or other representatives, have a conflict of interest (COI) with SEEK. If COI exists, this must be communicated to and reviewed by SEEK's Strategic Sourcing department prior to a contract being finalised.

5. There are appropriate processes in place to identify whether COI disclosures to SEEK need to be updated, including in cases where relevant employees change.
6. There are sufficient resources and education in place to ensure employees understand their responsibilities under the law and relevant policies on ethical and other issues.
7. A whistleblowing, or other anonymous communication channel, is available to employees, suppliers, and other stakeholders to report non-compliance, illegal or unethical practices without fear of reprisal.

## Suppliers must integrate management systems into their operations to ensure:

1. Business activities - including those of sub-contractors and agents within the supply chain – are free from bribery, corruption and other illegal practices, including the use of facilitation payments.
2. Suppliers meet generally recognised quality standards or contractually agreed quality requirements, to provide goods and services that consistently meet SEEK's needs
3. Technical and organisational measures secure sensitive information from unauthorised access, use or disclosure and to detect data breaches.
4. SEEK's intellectual property rights are respected and maintained.

## Workplace health and safety

SEEK is committed to ensuring health, wellbeing, and safety in the workplace through effective leadership, safe behaviour, and continuous improvement of safety management systems. Suppliers must:

1. Provide a safe working environment, in which a person's physical and mental health is protected.
2. Comply with relevant workplace and product health and safety laws.
3. Ensure employees understand and follow health and safety policies, standards, and procedures.

## Labour and human rights

At SEEK, we believe in treating all people with dignity and respect, and our workplaces are inclusive and value the diversity of employees and communities we serve. We expect our Suppliers to:

1. Treat people fairly and with respect and commit to a workforce and workplace free of harassment, discrimination, and retaliation.
2. Respect a person's right to live and work free from oppression, duress, or fear of physical, mental or financial harm.
3. Pay employees fairly, on-time and in accordance with the law.
4. Not force anyone to join an association or prevent them from joining one of their choosing.

SEEK is opposed to all forms of slavery and has taken significant steps to identify and address any links between our operations and supply chains and modern slavery. Suppliers must:

1. Prohibit the use of child labour, forced labour, trafficked persons – and any other forms of modern slavery or human rights abuses - in operations and supply chains.
2. Ensure employees are not required to lodge "security deposits" to secure employment.
3. Not retain any form of original identity documentation or immigration papers of employees.
4. Make conditions of employment clear and provide written employment contracts or agreements when hiring workers.
5. Allow employees to leave their employment after reasonable notice has been given.
6. Not knowingly deal with third parties who engage in modern slavery practices.

## Environment and community

SEEK recognises its social responsibility to protect the environment and communities in which we operate. We expect Suppliers to make positive impacts through:

1. Complying with legal, regulatory and reporting obligations to protect the environment and the health of nearby communities.
2. Minimising adverse impacts on the environment through programs which may include, but are not limited to:
  - a. Management of reduction of carbon emissions, waste generation and water use.
  - b. Conservation of natural resources and sourcing materials from sustainable and ethical sources.
  - c. Transitioning to a circular economy.
  - d. Identifying and managing climate change risks and impacts.
3. Supporting and providing opportunities to all community groups including people with disabilities, women and non-binary persons, social enterprises, small businesses and other disadvantaged or vulnerable members of the community by:
  - a. Supporting local businesses, social and disability enterprises, and indigenous businesses.
  - b. Actively employing members of diverse communities.
  - c. Considering and minimising the negative impacts of the supplier's operations on communities.

## Partnerships

SEEK has a Code of Conduct that outlines the standard expected of all employees, contingent workers and directors in the performance of their duties and interactions in the workplace. There are also various employee policies that provide further detail on expected standards of behaviour. Given contingent workers are often engaged through a supplier arrangement, it is important for all contingent workers to familiarise themselves with the Seek Code of Conduct.

## Open reporting lines that enable whistleblowers

SEEK's Whistleblower policy and channels provide a safe way for SEEK's employees, suppliers, contractors and other stakeholders to report non-compliance, illegal or unethical practices without fear of reprisal.

SEEK's Whistleblower channels are:

- o SEEK ANZ: [www.SEEKWhistleblower.deloitte.com.au](http://www.SEEKWhistleblower.deloitte.com.au)
- o SEEK Asia: [whistleblower@seekasia.com](mailto:whistleblower@seekasia.com)
- o Brazil: [compliance@boh.net.br](mailto:compliance@boh.net.br)
- o Mexico: [lineaeticaoccmundial@kpmg.com.mx](mailto:lineaeticaoccmundial@kpmg.com.mx)

## Code violation and remediation

When suppliers know of, or suspect non-compliance with this Supplier Code of Conduct, we expect them to act with honesty and integrity and report non-Whistleblower related issues or concerns via the appropriate channels.

If SEEK becomes aware of non-compliance we commit to:

1. Fairly assess the potential or actual impact of non-compliance.
2. Apply a proportionate response.
3. Offer support to those affected where we can; and,
4. Act quickly and transparently in dealing with these matters.

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Note: This Supplier Code of Conduct applies to suppliers engaged by brands owned and managed by SEEK including JobsDB, JobsStreet, WorkAbroad, Catho, OCCMundial, Jora and Certsy.

If you have any questions in relation to this Supplier Code of Conduct, please contact [procurement@seek.com.au](mailto:procurement@seek.com.au)