

# Supplier Code of Conduct

SEEK's Purpose is to help people live more fulfilling and productive working lives, and help organisations succeed.

This SEEK Supplier Code of Conduct sets out the standards and practices that we expect our Suppliers to live by when interacting with us, other organisations and the wider community.

## Supplier businesses

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 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, generally accepted industry and ethical standards.
2. Business activities - including those of sub-contractors and agents and within the supply chain – are free from bribery, corruption and other illegal practices, including the use of facilitation payments.
3. On-going compliance with all relevant laws and regulations.
4. 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 other emergency.
5. Decisions made by employees - including those relating to supplying goods or services to SEEK – are free from conflicts of interest.
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. All reasonable steps are taken to identify and eliminate human rights abuses, including modern slavery, in the supply chain.
8. 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.

## People

At SEEK, we believe in creating a community where individuals are valued. This means that in all dealings in society, we expect our Suppliers to:

1. Treat people fairly and with respect.

2. Collect, use, store and share personal information lawfully and only for the purposes for which it was collected.
3. Respect a person's right to live and work free from oppression, duress or fear of physical, mental or financial harm.
4. Pay people fairly, on-time and in accordance with the law.
5. Recognise and respect qualities which are unique to individuals such as gender, language, ethnicity, age, religion, disability and sexual orientation. Treat all people with dignity and respect.
6. Offer a safe working environment, in which a person's physical and mental health is protected.
7. Not force anyone to join an association, or prevent them from joining one of their choosing.

## Our communities

We are proud of the positive impact we are able to make in our communities. Equally, we expect our 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 and mindful reduction of energy use, waste and pollution.
  - b. Sourcing of raw materials and other goods from sustainable sources.
  - c. Recycling of waste, consumables or other materials.
  - d. Identify and manage climate change risks and impacts.
3. Offering equal opportunities to all community groups including, but not limited to:
  - a. Aboriginal and Torres Strait Islanders;
  - b. Those with disabilities;
  - c. Women, men and non-binary persons;
  - d. Social enterprises and other small businesses; and,
  - e. Disadvantaged or vulnerable members of the community.

## SEEK's commitment to its Suppliers

SEEK's Suppliers are expected to observe the standards of this Code of Conduct. SEEK has its own Code of Conduct for Employees that outlines the standard expected of all employees, contractors 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.

The below sets out the support Suppliers can expect from SEEK in order to promote compliance, and how SEEK will respond in the event of non-compliance.

- Whistleblower Protection Policy - <https://www.seek.com.au/content/media/SEEK-Whistleblower-Policy.pdf>
- SEEK's Whistleblower Channels:
  - SEEK ANZ, Sidekicker, JobAdder, GradConnection: [www.SEEKWhistleblower.deloitte.com.au](http://www.SEEKWhistleblower.deloitte.com.au)
  - Online Education Services: [complianceofficer@oes.edu.au](mailto:complianceofficer@oes.edu.au)

- Brazil: [www.helloethics.com/directcatho/pt/main.html](http://www.helloethics.com/directcatho/pt/main.html)
  - Mexico: [lineaeticaoccmundial@kpmg.com.mx](mailto:lineaeticaoccmundial@kpmg.com.mx)
  - SEEK Asia: [whistleblower@seekasia.com](mailto:whistleblower@seekasia.com)
- Anti-Bribery and Anti-Corruption Policy - <https://www.seek.com.au/content/media/SEK-ABC-Policy.pdf>
  - Diversity and Inclusion Policy - <https://www.seek.com.au/content/media/Diversity-and-Inclusion-Policy.pdf>

#### *Non-compliance*

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

We commit to:

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

---

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