

# RESPONSIBLE PROCUREMENT - VENDOR CHARTER

Sustainable procurement is paramount to Graham's Supply Chain and CSR strategies. We intend to deliver sustainable solutions for our people, the wider community and the environment in which we work and live by promoting best sustainable practices while meeting or exceeding guidance set out by government and regulatory bodies.

|                                   | <b>COMMUNITY</b>  | <b>ENVIRONMENT</b>   | <b>WORKPLACE</b>  | <b>MARKETPLACE</b>  |
|-----------------------------------|---|--|---|---|
| <b>GRAHAM COMMITS TO:</b>         | <ul style="list-style-type: none"> <li>Employ people and procure goods within the local communities in which our projects operate when and wherever possible.</li> <li>Encourage and support employee involvement within the communities where they reside or conduct business.</li> </ul>  | <ul style="list-style-type: none"> <li>Meet our needs for goods and services in a way that achieves value for money, and generates benefits not only to Graham, but also to our community and value chain, whilst minimizing environmental impact.</li> <li>Benchmark vendor capabilities through our accreditation process providing guidance to those who only meet our basic requirements.</li> <li>Consider Sustainability/Environment when awarding contracts.</li> </ul> | <ul style="list-style-type: none"> <li>Engage and collaborate with our supply chain to provide a safe work environment for our employees and our supply chain partners.</li> <li>Benchmark Vendor capabilities through our accreditation process; provide guidance to Vendors who only meet our basic requirements.</li> <li>Consider Health and Safety when awarding contracts.</li> <li>Comply with local labour laws and regulations.</li> <li>Use ethical methods of conducting business.</li> <li>Comply with Graham's Code of Business Ethics and Conduct.</li> </ul> | <ul style="list-style-type: none"> <li>Recognize excellent supplier performance through repeat business opportunities.</li> <li>Ensure all Vendors comply to Graham's accreditation process.</li> <li>Consult with, listen to, and act on Vendor feedback for continuous improvement.</li> <li>Lead continuous improvement programs within the supply chain.</li> </ul>   |
| <b>GRAHAM EXPECTS VENDORS TO:</b> | <ul style="list-style-type: none"> <li>Hire local subcontractors and procure local suppliers when and wherever possible.</li> <li>Encourage and support involvement within the communities where they reside or conduct business.</li> <li>Consider their impact on communities and encourage the development of a corporate social responsibility plan.</li> </ul> | <ul style="list-style-type: none"> <li>Purchase products and materials that are responsibly and ethically sourced.</li> <li>Effectively manage and reduce their environmental impacts.</li> <li>Continually improve their corporate social responsibilities and environmental performance.</li> <li>Identify opportunities and implement actions to reduce carbon emissions and fuel consumption.</li> </ul>   | <ul style="list-style-type: none"> <li>Provide safe, capable and competent employees.</li> <li>Incorporate safety into the design and work of approved procedures, standards, risk assessment and mitigation.</li> <li>Treat people fairly and with respect, to create a culture of equality and equity.</li> <li>Comply with Graham's Code of Business Ethics and Conduct.</li> <li>Report any breaches of Graham's Code of Business Ethics and Conduct.</li> </ul>  | <ul style="list-style-type: none"> <li>Deliver in accordance with the contract, quality work and/or materials which meet the agreed specification, time and cost.</li> <li>Commit to and participate in continuous improvement programs.</li> <li>Understand Graham's Safety, Quality, Cost, Schedule and Sustainability standards and provide competent people that will continuously deliver to our expectations.</li> <li>Apply the principles of this Charter fairly and consistently to their supply chain to ensure that key risks are understood and managed.</li> </ul> |
| <b>TOGETHER WE SHALL:</b>         | <ul style="list-style-type: none"> <li>Strive to consistently leave positive impressions on the communities we interact and do business with, building lasting relationships.</li> <li>Invest in communities by supporting local initiatives through activities such as sponsorship and volunteerism.</li> </ul>  | <ul style="list-style-type: none"> <li>Aim to deliver leading edge sustainable solutions.</li> </ul>   | <ul style="list-style-type: none"> <li>Provide a safe and healthy workplace.</li> <li>Act to positively influence our people's health and well-being.</li> </ul>  | <ul style="list-style-type: none"> <li>Deliver a "right the first time" client solution through proper planning, performance improvement and risk management.</li> <li>Ensure that all working parties are protected and treated fairly as defined in contracts.</li> <li>Develop and deliver innovative solutions.</li> <li>Promote a two-way engagement process that encourages continuous improvement.</li> </ul>  |