# HS.POL003 HEALTH AND SAFETY POLICY

**Cambridge Steel Fabricators and Engineers Limited [CSFE] is committed to providing and maintaining work that is healthy and safe for workers and to ensuring that other persons are not put at risk by our work.**

## CAMBRIDGE STEEL FABRICATORS AND ENGINEERS LTD AS THE PCBU, WILL, SO FAR AS REASONABLY PRACTICABLE:

- Comply with the Health and Safety at Work Act 2015, regulations made under that Act, applicable approved Codes of Practice, WorkSafe guidance, relevant standards, and other legal and contractual requirements
- Provide and maintain safe work environments, plant, structures, and systems of work, adequate worker welfare facilities, and safe arrangements for the use, handling and storage of plant, equipment and substances
- Provide the information, training, instruction, and supervision necessary to protect workers and other persons from risks arising from our work
- Systematically identify hazards, assess risks, and eliminate or minimise those risks using the hierarchy of controls, while giving priority to critical risks
- Manage risks to physical and psychological health, including occupational exposure, fatigue, and psychosocial risks arising from work
- Engage with workers on health and safety matters and support effective participation through the Health, Safety, and Environmental Committee
- Consult, cooperate, and coordinate with clients, principal contractors, subcontractors, suppliers, and other PCBUs where health and safety duties overlap
- Ensure Contractors and Visitors receive information, induction, and oversight appropriate to the risks associated with their activities
- Undertake exposure and health monitoring where required by law or supported by risk assessment, using competent providers
- Provide suitable PPE where required and ensure it is appropriately selected, maintained, and supported by training and supervision
- Encourage prompt reporting of hazards, risks, incidents, injuries, illnesses, near misses, and health and safety concerns
- Investigate significant events, implement appropriate corrective actions and verify their effectiveness
- Notify notifiable events, preserve incident sites and retain records where required by law
- Support safe and sustainable rehabilitation and return to work in consultation with the worker and relevant professionals
- Set measurable objectives, monitor performance, provide appropriate resources and continually improve the health and safety management system

**Officers** will exercise due diligence to ensure that CSFE complies with its Health and Safety duties and will verify that appropriate resources and processes are provided, used and effective
**Managers** will implement Health and Safety management systems within their areas of responsibility, ensure risks are managed, provide appropriate training and oversight, respond to concerns and verify that controls remain effective

## WORKERS OF CAMBRIDGE STEEL FABRICATORS AND ENGINEERS LTD WILL SPECIFICALLY:

- Take reasonable care of their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of others
- Comply, so far as reasonably able, with reasonable health and safety instructions and cooperate with reasonable policies and procedures
- Use plant, equipment, substances, and PPE in accordance with training and instructions
- Promptly report hazards, risks, injuries, illnesses, pain or discomfort, incidents, near misses, defective equipment, and unsafe conditions
- Participate in health and safety consultation, training, and reasonable rehabilitation and return-to-work processes
- Cease or refuse unsafe work where permitted by HSWA, notify CSFE as soon as practicable and assist with resolving the concern
- Support CSFE's continued improvement in Health and Safety

| Hayden Burke<br>Managing Director | 03 November 2026<br>Date |
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# CP-01 ENVIRONMENTAL POLICY

Cambridge Steel Fabricators & Engineers Ltd (CSFE) is committed to protecting the environment, preventing pollution and continually improving the environmental performance of our operations.

We recognise that our fabrication, material handling, transport, erection and construction activities, together with activities undertaken by subcontractors on our behalf, can affect land, air, water and natural resources. We will manage environmental impacts within our control and seek to influence appropriate environmental outcomes through our selection and management of suppliers and subcontractors.

CSFE will:

- comply with applicable environmental legislation, regulations, planning and consent requirements, client requirements and contractual obligations;
- identify and manage significant environmental aspects, impacts, risks and opportunities associated with our activities;
- prevent pollution and appropriately manage fuels, oils, fabrication residues, dust, fumes, stormwater, wastewater, hazardous substances, waste and potential spills;
- maintain environmental emergency and spill-response arrangements appropriate to our risks;
- use steel, energy, fuel, water, packaging and other resources efficiently;
- apply the waste hierarchy by avoiding and reducing waste, followed by reuse, recycling, recovery and responsible disposal;
- segregate and recycle steel scrap wherever an appropriate recycling pathway is reasonably available;
- seek practical opportunities to improve energy efficiency and reduce greenhouse gas emissions associated with our operations;
- consider relevant environmental impacts when purchasing materials, products, plant, vehicles and services;
- establish, monitor and periodically review environmental objectives; and
- provide employees and contractors with appropriate environmental information, instruction and awareness.

Where CSFE subcontracts protective coating, galvanising or other processes with potentially significant environmental impacts, we will engage competent service providers, communicate applicable environmental and project requirements, and establish controls appropriate to the nature and risk of the work. Relevant evidence will be obtained where required by the risk, contract, or client.

Everyone working for or on behalf of CSFE is expected to follow applicable environmental controls, use resources responsibly, correctly manage waste, take reasonable measures to prevent pollution, report environmental incidents and support continual improvement.

This policy will be communicated to employees and made available to contractors, suppliers, clients and other interested parties where appropriate. It will be reviewed at least every two years and following significant legislative, operational or environmental change.

Hayden Burke
Managing Director

22 October 2026
Date

# CP-02 SUSTAINABILITY POLICY

Cambridge Steel Fabricators & Engineers Ltd (CSFE) is committed to operating a responsible, resilient and sustainable business that balances environmental stewardship, the wellbeing of our people and communities, and long-term economic performance. We recognise that sustainability includes how we use resources, deliver structural steelwork, develop our people, engage with our supply chain and communities, and make decisions that support the long-term success and resilience of our business.

CSFE will:

- manage environmental compliance, pollution prevention, resource efficiency, waste, emissions and environmental risks through the CSFE Environmental Policy and Environmental Management System;
- support efficient use of structural steel through accurate detailing, material optimisation, fabrication planning and the reduction of avoidable waste and rework;
- maintain appropriate material and product traceability;
- support applicable embodied-carbon, Environmental Product Declaration, Green Star and other client or project sustainability requirements;
- ensure environmental and sustainability claims are supported by appropriate, current and traceable evidence;
- work with suppliers and specialist subcontractors, including protective coatings applicators, to obtain relevant product, environmental and sustainability information;
- consider safety, quality, technical compliance, environmental performance, programme, availability, whole-of-life value and cost when making significant procurement and subcontracting decisions;
- encourage responsible sourcing, lawful and ethical business practices and continual improvement throughout our supply chain;
- provide a healthy, safe, respectful and inclusive workplace that supports employee wellbeing, participation, training and development;
- support local employment, suppliers, New Zealand-manufactured products and appropriate community initiatives where practical and commercially reasonable;
- pursue practical innovation that improves safety, quality, productivity, material efficiency and sustainability;
- consider workforce capability, succession, supply-chain resilience, climate-related risks, technological change, business continuity and responsible investment when planning for the future; and
- establish and periodically review sustainability objectives appropriate to our operations, client requirements and business priorities.

Everyone working for or on behalf of CSFE is encouraged to support these commitments and identify practical opportunities to improve our sustainability performance.

This policy will be communicated to employees and made available to contractors, suppliers, clients and other interested parties where appropriate. It will be reviewed at least every two years and following significant changes to legislation, operations, client expectations or CSFE's sustainability priorities.



Hayden Burke
Managing Director

22nd October 2026

Date

# CP.POL03 QUALITY ASSURANCE POLICY

## SCOPE

Cambridge Steel Fabricators and Engineers Limited, referred to as CSFE, is committed to delivering structural steelwork and associated services that meet applicable customer, contractual, statutory, regulatory and technical requirements and are fit for their intended purpose.

We achieve this through effective planning, competent people, controlled processes, appropriate inspection and testing, material traceability and continual improvement of our Quality Management System.

## COMMITMENT TO QUALITY

CSFE is committed to:

- Compliance: Meeting applicable legislation, contractual requirements, project specifications, approved drawings, nominated Construction Categories and relevant standards, including AS/NZS 5131.
- Competency: Ensuring people undertaking work that affects quality are appropriately trained, qualified and competent for their assigned activities.
- Materials and Traceability: Maintaining appropriate material identification, traceability and quality records throughout procurement, fabrication, treatment and erection.
- Controlled Processes: Planning and controlling fabrication, welding, and erection, with appropriate inspection and testing to verify conformity.
- Suppliers and Subcontractors: Selecting and monitoring suppliers and subcontractors so externally supplied materials, components and processes meet specified quality and project requirements.
- Non-Conformance: Identifying and controlling non-conforming materials, work and documentation, and taking appropriate corrective action to prevent recurrence.
- Continual Improvement: Reviewing quality performance, audits, customer feedback, non-conformances, supplier performance and lessons learned to continually improve our Quality Management System.

## QUALITY OBJECTIVES

CSFE establishes, monitors and periodically reviews measurable quality objectives appropriate to its business, projects and Quality Management System.

Objectives may address customer satisfaction, project compliance, non-conformances and rework, inspection and testing, quality documentation, supplier and subcontractor performance, corrective actions and audit findings. Specific measures and targets are maintained separately from this policy.

## RESPONSIBILITIES

Senior management is responsible for providing leadership, resources and support for the Quality Management System and periodically reviewing its effectiveness.

The Quality Manager is responsible for maintaining and monitoring implementation of the Quality Management System and reporting relevant quality performance to senior management.

Managers and supervisors are responsible for communicating and implementing applicable quality requirements within their areas of responsibility.

All workers are responsible for following relevant quality procedures and project requirements, maintaining required records, reporting quality concerns and contributing to continual improvement.

## CONCLUSION

Through competent people, controlled processes and continual improvement, CSFE aims to consistently deliver compliant and reliable structural steelwork and hassle-free steel construction that contributes to the success of our customers' projects.

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| | 11/11/26 |
| Hayden Burke | Date |
| Managing Director | |

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# CP.POL05 IT AND SOCIAL MEDIA POLICY

## PURPOSE

We understand that using information technology (IT) at work can help to do your job and balance your work and life. However, it must not interfere with your duties, compromise safety, or harm the business. The policy explains acceptable use of IT and applies to:

- Everyone who uses our technology and systems (employees, contractors and subcontractors)
- All IT used for work, where company-provided or personal devices used for work purposes

## ACCEPTABLE USE

You must use our IT systems responsibly and reasonably. Your use must not interfere with your work duties, harm our business or other people, or be illegal or unsafe. This means you can't:

- Harm the business or its reputation.
- Infringe rights or break the law, e.g. violate copyright, privacy, or harassment laws.
- Cause legal problems for the business (for example, by defaming someone or making false claims).
- Harass, bully, or offend anyone (zero tolerance for abusive or discriminatory content, including online conduct).
- Disclose confidential or personal information about our business, customers, clients, or employees, except as required for your job and in line with the Privacy Act 2020.
- Risk the security or operation of our IT systems, e.g. by installing unapproved software, downloading inappropriate material, or opening suspicious attachments (unless authorized for work reasons).
- You are also responsible for:
    - Data Security: Keeping all work information (contacts, files, emails, etc.) secure. Follow our data protection procedures and use information only for legitimate work purposes.
    - Device Security: Keeping any work devices safe and secure, especially when outside the workplace. This includes using strong passwords/PINs and not leaving devices unattended.
    - Personal Devices (BYOD): If you use your own device for work, it must be secure (e.g. password-protected, up-to-date software) and meet our security requirements. The same rules in this policy apply to personal devices used for work. You may be required to install company security software or allow remote wiping of company data on your device if necessary to protect our information.

Note: You must comply with all relevant New Zealand laws when using our IT. This includes the *Privacy Act 2020* (protecting personal information), the *Unsolicited Electronic Messages Act 2007* (anti-spam rules), the *Harmful Digital Communications Act 2015* (no cyber-bullying or harmful digital content), and the *Health and Safety at Work Act 2015* (ensuring your use of IT does not endanger anyone). These requirements are reflected throughout this policy.

## HARDWARE AND SOFTWARE

You may use our hardware, software, and internet access for your work. This includes computers, tablets, USB drives, networks, operating systems, applications, and approved social media or cloud services. When using our IT resources, you must:

- **Use only approved software and hardware.** Do not install or use programs or devices that we haven't authorized.

- **Protect access credentials.** Keep passwords and access codes secret and hard to guess. Never share your work login, Wi-Fi passwords, or security tokens with unauthorized people.
- **Use the Internet appropriately.** Do **not** view, download, or share material (websites, images, videos, etc.) that could be considered offensive, inappropriate, or illegal while using our systems. We reserve the right to block or monitor access to such sites.
- **Personal use:** Limited personal use of our computers and internet is allowed as long as it is reasonable, infrequent, and does not affect your productivity or breach any rules above. (For example, briefly checking personal email or social media during a break is fine; spending hours on non-work activities is not.)
- **Off-site use:** If you use our IT resources outside the workplace (e.g. working from home or on business travel), you must have permission from your manager and continue to follow all the same security and usage rules.

## EMAIL

If you use a work email account (or send email from our company domain), you must follow the above house rules and additional email-specific rules:

- **Authorized use:** Only use email accounts you are authorized to use. Do not use someone else's email or share your email account without permission.
- **Follow anti-spam laws:** When sending emails to multiple recipients (especially external recipients), you must comply with New Zealand's anti-spam requirements. This means do not send unsolicited commercial emails without consent and follow the Unsolicited Electronic Messages Act 2007 – e.g. get opt-in permission for marketing emails, and always include a valid sender identity and an easy unsubscribe option in mass emails.
- **Obtain consent for bulk messaging:** Before sending any unsolicited bulk email or marketing material, you must have approval (both from management and the recipients' consent where required). For example, use our official mailing list tools that handle subscriptions and opt-outs.
- **Professional content:** Treat work emails as formal business records. Do not use email to send harassing, obscene, or inappropriate messages. Be mindful that emails can be forwarded or misdirected, so avoid saying anything that could embarrass you or the company.
- **Personal use of email:** Occasional personal use of your work email is permitted (e.g., a quick note to family), but it must be minimal and comply with all the above rules. Never use work email for personal activities that are high-volume (like newsletters, shopping accounts) or controversial**.** Remember that your work email is company property.
- **Security in email:** Do not click links or open attachments in suspicious or unexpected emails. Be vigilant for phishing attempts. If an email seems dubious, verify the sender or consult IT. Also, double-check recipient addresses when sending sensitive information to avoid sending it to the wrong person.
- **Confidential information via email:** If you need to send confidential or personal data by email, ensure it's properly protected (e.g., encrypted or sent via a secure method) and only sent to authorized recipients. Always follow Privacy Act guidelines for emailing personal information.

*(Note: The company may monitor or access work emails and system use as permitted by law. Use email with the understanding that it is not private. Any misuse of email may result in disciplinary action.)*

## SOCIAL MEDIA

Use of social media must be responsible and within the same "house rules" of professionalism and confidentiality:

- **Company Accounts:** Only authorized staff may post on official company social media accounts. Content posted on behalf of the company must be professional, accurate, and approved according to our procedures. All use of official accounts should reflect our values and not expose the company to legal or reputational risk.
- **Personal Social Media:** You may access personal social media on work IT **for personal purposes** as long as it is reasonable and infrequent (e.g., a short break) and doesn't interfere with your work. However, whether you are on a work or personal account, you must not disclose company confidential information, nor make defamatory or harmful statements about the company, colleagues, customers, or competitors. Our rules on harassment and bullying apply to online activity just as they do in the workplace – for instance, posting abusive comments about a co-worker on Facebook is a serious policy violation.
- **Privacy and Respect:** Do not post images or information about individuals (colleagues, clients, etc.) without proper permission (see "Photos and Videos" below). Avoid discussing internal business matters on social media. Even on your personal accounts, if you are identifiable as our employee, conduct yourself in a way that doesn't bring the company into disrepute.
- **No False Representation:** Make it clear that your personal social media opinions are your own. You must not present yourself as speaking for the company unless you are explicitly authorized to do so. For example, do not respond to customer inquiries or media comments online as if you are an official company spokesperson if that's not your role.
- **Comply with Platform and Legal Standards:** Follow the terms of service of any social platform you use. Additionally, New Zealand's Harmful Digital Communications Act 2015 prohibits online communications that seriously harass or harm others – ensure that nothing you do on social media could violate that law or our code of conduct

## MOBILE DEVICES

We may provide you with a company mobile phone, smartphone, or tablet for work purposes. The following rules apply to company-owned mobile devices (and similarly to any personal device you use for work):

- **Follow all general rules:** All the IT use rules above (no illegal/offensive use, no confidential info leaks, etc.) apply to mobile devices. For example, you cannot use a work phone to view inappropriate websites or to harass someone via text.
- **Personal use:** Do not use a company mobile device for personal use *unless* we have explicitly allowed it. By default, a work phone is for work activities only (urgent personal calls/texts in emergencies are okay). If limited personal use is permitted, it must be reasonable and not incur significant cost.
- **Exclusive use:** Your work mobile is for your use only. Do not let family, friends, or others use it, except in an emergency. You are accountable for all activity and charges on the device.
- **Secure the device:** You must keep the phone/tablet safe and secure at all times. It must have a secure password/PIN or equivalent lock, which only you know (and IT, if recovery is needed). Enable any required security features (e.g., device encryption, find-my-phone). Do not jailbreak or tamper with security settings.
- **Avoid prohibited usage:** You cannot use a work device (or work SIM) to:
- Make an unreasonable number of personal calls or excessively long calls.
- Make unauthorized international calls or premium-rate calls/texts (e.g., 0900 or paid subscription numbers) without permission.
- Download or stream excessively large amounts of data for non-work purposes.
- Install unapproved apps that could pose security risks.
- **Cost responsibility:** If personal use is allowed and you exceed reasonable use (for example, large personal data usage or unauthorized charged calls), you may be required to reimburse the company for those costs.
- **Loss or damage:** Take care of the device. If you lose or damage a company device through negligence or misuse, you may have to pay for repair or replacement. Report any loss or theft immediately so we can protect company data (we may remotely disable or wipe the device).

- **Return of device:** Company mobile devices (and accessories like chargers) must be returned when asked or when you leave the company. The device (and its phone number) remains company property unless we agree otherwise. We will remove all company information from it when you return it.

*(If you are using your personal mobile device for work emails or apps, ensure it meets our security standards (strong PIN, etc.) and understand that the company may require installation of security controls (like VPN, MDM software) and has rights to remove company data from your device when you leave or if the device is lost.)*

## PHOTOS AND VIDEOS

We recognize that sometimes employees may take photos or videos at work (for example, showcasing a project or celebrating an event). However, you may only post, publish, or distribute workplace photos/videos if: (a) you have our permission, or (b) it's for a legitimate work-related purpose, and even then you must respect privacy and confidentiality. In practice, this means:

- Always get approval from management before sharing any workplace media publicly (on social media, websites, etc.), unless it's explicitly part of your job to do so.
- Obtain consent from individuals who are identifiable in a photo or video before you share it outside the company. People have privacy rights under the Privacy Act 2020, so you need to be sure they're comfortable being in the image or recording. (For group photos at company events, ensure it's communicated that photos will be taken, and give people a chance to opt out.)
- No sensitive content: Do not capture or share images of confidential materials (e.g., whiteboards with project plans, computer screens with private data) or anything that could reveal trade secrets, personal information, or embarrass someone. If your photo/video accidentally includes such details, do not publish it.
- Professional context: Do not share workplace photos or videos in a way that could harm the company's reputation or an individual's dignity. For example, no posting humiliating videos of colleagues, and no sharing images of accidents or incidents without authorization.
- If taking photos or videos is part of your role (e.g., for marketing), follow all relevant guidelines and ensure all content is reviewed for compliance with this policy before public release.

## USE OF AI

**"AI tools"** refers to software or online services that use artificial intelligence to generate content, code, answers, or recommendations (for example, chatbots like ChatGPT, AI coding assistants, or image generators). The use of AI is becoming common in the workplace, and can be helpful – but it comes with responsibilities and restrictions to ensure we use it safely and ethically:

- **Work Use Only & Approval:** Only use AI tools for legitimate work-related purposes. Any AI tool you use with our work data or on a company device must be company-approved. If you wish to try a new AI service for work, get permission from IT or management first.
- **Protect Confidential Data:** Do not enter or upload any confidential or sensitive company information into an external AI tool unless you have clearance. This includes company plans, customer or employee personal details, financial data, trade secrets, or any non-public information. Once information is on an external AI service, we may lose control of it – treat it as you would posting data on the internet. Always follow the Privacy

Act 2020 and our confidentiality rules when using AI. (For instance, you should not paste a client's personal details into a chatbot to draft a letter; instead use placeholders or generic info.)

- **Obey All Other Rules:** AI use does not exempt you from any policy rules or laws. Anything an AI helps you create must still meet our standards. For example, you cannot use an AI to generate harassing messages, inappropriate images, or illegal content – that would clearly violate our harassment and conduct policies (and likely the law). Similarly, do not use AI to do something unethical, like fabricating an official document or bypassing security.

- **Quality and Accuracy:** AI output is not guaranteed to be correct. You must verify and critically review any content an AI produces before using it for work. You remain responsible for the work you submit. If an AI drafts an email or code for you, read it and fix any errors or misleading parts. Do not blindly trust AI responses especially for important matters – double-check facts, and use your judgment. Remember that AI may have biases or gaps in its knowledge.

- **Human Oversight:** Use AI as a tool to assist you, not to replace your decision-making. Do not let AI make final decisions that you are accountable for. For instance, AI can suggest a plan or analyze data, but a human should make the ultimate decision or approval. Always ensure there is appropriate human oversight for any significant outcome derived from AI.

- **Transparency (if applicable):** If you substantially use AI in preparing any work product (report, design, etc.), be prepared to disclose that to your manager if asked, especially to clarify how you vetted the AI's input. We encourage learning and collaboration, so it's okay to say you got an AI's help – but you must have checked the work carefully.

- **Stay Updated and Safe:** AI technology and its legal/privacy implications are evolving. Follow any future guidelines we issue about AI use. If you're unsure about whether an AI use is allowed, consult the CIO. Also, be aware that some AI tools might integrate with our systems; never grant them access beyond what's authorized. Keep AI plugins or software updated to reduce security risks.

*Allowed use example:* You may use an AI writing assistant to help draft a template for a routine report, as long as you don't include any confidential details in the prompt and you thoroughly review and edit the AI's draft.
*Prohibited use example:* It would be against policy to paste a client's entire confidential brief into an online AI service to get suggestions, or to have an AI generate social media posts that include non-public project information.

## COMPLIANCE AND ENFORCEMENT

This policy is intended to protect both the company and employees by setting clear expectations for the use of IT and social media. All employees must follow this policy. If you have questions about what is allowed, ask the CIO.

Breaches of this policy are taken seriously. Failure to comply may result in disciplinary action, up to and including termination of employment. In some cases, unlawful conduct may be reported to authorities (for example, serious privacy breaches or harassment using our systems could have legal consequences under New Zealand law).

By using company IT resources or your own IT for work, you acknowledge and agree to abide by this policy. Employees will be asked to sign an acknowledgment of this policy at onboarding and whenever significant updates are made.

# CP.POL7 CODE OF CONDUCT

Cambridge Steel Fabricators and Engineers (CSFE) is a leading provider of structural steel construction in the Central North Island of New Zealand. Our mission is to deliver hassle-free, high-quality steel construction solutions while upholding the highest standards of safety, integrity, and professionalism

CSFE's Code of Conduct applies to everyone working for or on behalf of the company – employees at all levels, contractors, subcontractors, directors, and any third parties representing CSF. Adhering to this Code is essential to maintain a safe, positive, and accountable workplace where we uphold the law and protect the company's reputation. In short, every individual is responsible for following these standards in all business activities. By doing so, we ensure trust and respect amongst team members and with our clients. Managers are expected to lead by example in enforcing the Code, and failure to follow the Code is taken seriously.

## OUR VALUES

CSFE is guided by five core values that define who we are and how we operate. These core values are the foundation of our culture and decision-making:

These five values – Reliability, Integrity, Pride, Profitability, and Safety – are the cornerstone of everything we do at CSFE. Every policy and decision should align with these values.

In addition to our core values, we have "Rules of the Game" – key behavior principles that everyone is expected to follow every day. These rules translate our values into concrete actions and describe how we work together. Every CSF team member should know and live by these commitments

- We put safety first. (Never compromise on safety procedures; look out for each other's wellbeing.)
- We turn up ready to perform. (Be on time, prepared, and focused each day.)
- We think about the next person down the line. (Consider how your work affects others; set others up for success.)
- We take pride in everything we do. (Aim for quality and excellence in your work; our reputation rests on every job.)
- We avoid surprises. (Communicate proactively – no last-minute bad news; be transparent and honest.)
- We don't hide from tough conversations. (Address issues directly and respectfully; give and receive constructive feedback.)
- We do what we say we will do. (Keep your promises and meet your commitments; be accountable.)
- We work to exceed expectations. (Go the extra mile to deliver great results, not just the bare minimum.)
- We recognise and celebrate success. (Acknowledge achievements, both big and small; show appreciation to colleagues.)

- We value people. (Respect everyone – colleagues, clients, partners; teamwork and respect are non-negotiable.)

These Rules of the Game are prominently displayed in our workplace and discussed in meetings. They serve as daily reminders of the behaviors that make our team strong. By following the Rules, we put our values into action and maintain a high-performing, positive culture. Every employee is empowered to remind others of these rules and is equally obliged to uphold them.

## INCLUSION AND DIVERSITY

We are committed to fostering an inclusive, fair, and respectful work environment for everyone. Discrimination, harassment, or bullying are not tolerated under any circumstances. Every CSFE team member is expected to:

- Treat others with dignity and respect. Maintain professionalism and courtesy in all interactions. Any form of discriminatory, offensive, or abusive language or behavior is prohibited.
- Promote inclusion and teamwork. Encourage input from people of diverse backgrounds and perspectives, and support colleagues regardless of differences. Be aware of unconscious biases and challenge them. Embrace teamwork and ensure everyone has the opportunity to contribute.
- Speak up and support each other. If you witness or experience harassment or unfair treatment, report it or address it. We all share the responsibility to call out inappropriate behavior. Cambridge Steel Fab will protect employees who raise concerns and will take prompt action to investigate and resolve any issues.

CSFE will not tolerate any behaviours or language that could be deemed to be discriminatory, abusive, offensive or unwelcome.

## CONFLICTS OF INTEREST

All personnel must act in the best interests of CSFE and avoid situations where personal interests might conflict with company interests. Even the appearance of a conflict of interest can be harmful. Do not let personal, financial, or family interests influence your professional decisions. If you find yourself in a situation that might be a conflict (or could be seen as one), disclose it to management immediately so it can be properly managed. Being transparent is critical to maintaining trust.

- Situations to be careful about include
- Working for or having a significant financial stake in competitors, clients, or suppliers of CSF without permission
- Receiving gifts, payments, or personal benefits from companies that do business with us (beyond nominal tokens of appreciation).
- Favoritism toward family or friends in hiring, contracting, or business decisions.
- Outside employment or side activities that impair your job performance or otherwise interfere with your responsibilities at CSF.

If you're unsure whether something is a conflict, seek guidance. Remember that our integrity is paramount – always put CSFE's interests first in your work decisions, and excuse yourself from decisions where you cannot remain objective. Undisclosed conflicts or failing to act in the company's interest can lead to disciplinary action.

## ANTI-BRIBERY AND CORRUPTION

CSFE has a zero-tolerance policy for bribery and corruption. We strictly follow all anti-corruption laws and expect every employee to uphold the highest ethical standards. In practice:

- No Bribes or Kickbacks: Never offer, give, solicit, or accept any bribe, kickback, or improper payment – whether to/from a public official or business partner. This includes money, gifts, favors, hospitality, or anything of value given with the intent of influencing business decisions. If it can't pass the transparency test (being openly known), don't do it.
- Transparency and Compliance: All business transactions must be transparent and accurately recorded. Do not hide or mislabel payments. Follow our financial controls so that funds cannot be used corruptly. Perform due diligence on partners and suppliers to ensure they also uphold anti-bribery standards. If you suspect corruption or pressure to engage in unethical dealings, report it immediately.
- Culture of Honesty: Every employee should promote a culture of honesty and compliance. Report any bribery concerns (see Whistle-blower Mechanism below) and refuse any direction that involves unethical conduct. Remember, even attempting to bribe or ignoring a bribe is a serious offense. By insisting on integrity in all deals, we protect our reputation and legal standing.

In short, bribery and corruption have no place at CSF. We succeed based on quality and fairness, never through unethical practices.

## WHISTLE-BLOWER MECHANISM

We encourage all team members to speak up if they see something wrong. If you become aware of misconduct, illegal or unethical behavior, or any violation of this Code, you should report it so it can be addressed. CSFE's Whistle-blower Policy provides safe, confidential ways to do this and protects anyone who comes forward in good faith.

- Reports can be made through to the CSFE Business Manager. Reports will be kept as confidential as possible and only shared with those necessary to investigate and resolve the issue.
- Team members who report issues or participate in investigations are protected from retaliation. The company will not tolerate any form of punishment, harassment, or unfair treatment for whistle-blowers. Retaliation is itself a serious breach of this Code. This means you can and should raise concerns without fear – we want problems solved, not hidden.
- When reporting, you should have reasonable grounds to believe the information is true. (Malicious or knowingly false reports are not acceptable.) However, if you raise a concern in good faith and it turns out to be mistaken, you will still be protected. It is always better to report suspicions than to ignore potential problems.
- CSFE will investigate all credible reports impartially and take appropriate action. This could range from internal disciplinary action to notifying authorities, depending on the findings. You may receive feedback on the outcome if you reported the issue (when appropriate). Our commitment is to handle all concerns with integrity and thoroughness, consistent with our values.

Remember, maintaining an ethical workplace is everyone's responsibility. If you see something, say something. Speaking up early can prevent minor issues from becoming major problems, and it reinforces our culture of integrity and accountability.

## CONFIDENTIALITY

CSFE respects the privacy and confidentiality of all client and employee information.

Our business is built on trust. Our clients, partners and employees trust us with their sensitive information. We treat sensitive information with confidentiality and take appropriate, prudent, and careful security measures to protect confidential information and records of which we are stewards, not only against malevolent acts, but also to avoid inadvertent inappropriate disclosure.

## COMMUNITY ENGAGEMENT

CSFE strives to be not only a leader in our industry but also a responsible, active member of our community. We expect our employees to reflect this commitment through ethical conduct in all community and industry interactions:

- **Industry Involvement:** Conduct yourself with professionalism and integrity in the broader structural steel and construction industry. We collaborate with peers, suppliers, and trade organizations (like Steel Construction New Zealand and the Sustainable Steel Council) to improve standards and practices. Even when dealing with competitors, we act fairly and uphold our reputation for honesty and quality.
- **Local Community Support:** Be a good neighbour**.** We participate in and support local community initiatives, charities, and events, especially those aligned with our values and business. When CSFE engages in community or sponsorship activities, we do so transparently and for the right reasons – to give back and make a positive impact, not for any improper advantage.
- **Ethical and Safe Engagement:** All community and public activities you undertake on behalf of the company should meet the same ethical and safety standards we apply at work. This includes environmental responsibility – minimizing negative impacts on the environment and promoting sustainability in our operations and community projects. Whether it's volunteering or a project in a neighborhood, follow through on our commitments, act safely, and show respect to community members.
- **Representation:** When you represent CSFE externally (at conferences, volunteering, school visits, etc.), remember you are an ambassador of our brand. Present yourself in line with our values. If you are speaking publicly or engaging online about work-related matters, ensure your statements are truthful and do not inadvertently share confidential information.

By engaging positively with the community and industry, we build goodwill and reinforce Pride in our company. We succeed together with our community – maintaining an ethical presence outside our office and workshop is part of sustaining our long-term success and reputation.

## BREACH OF THIS POLICY

Upholding this Code is mandatory**.** CSFE will treat any violations of the Code of Conduct seriously.

Confirmed violations will result in appropriate disciplinary action. Consequences can range from coaching and warnings for minor first-time issues, up to termination of employment or contract for serious or repeat offenses. Serious legal violations (e.g., theft, corruption) may also be reported to law enforcement. Our response will be proportional to the severity of the breach and consistent with employment law and our company policies.

**Need guidance or have questions?**

If anything in this Code is unclear, or if you are faced with a situation not explicitly covered, reach out to your manager or Business Manager for advice. It's always better to ask questions than to risk a misstep. We are all working together to uphold these principles and make CSFE a company we are proud to be a part of.

## ACKNOWLEDGEMENT

All employees, contractors, and directors are required to acknowledge and sign that they have read and understood the Code of Conduct. By doing so, you affirm your commitment to abide by these standards. Even without a signature, by working at CSFE you are expected to follow this Code. Always remember that integrity and accountability are core to our success – breaches hurt all of us, so we must hold ourselves and each other to the highest standard.

I _____ have read, understood and agree to be bound by the above policy conditions.

Signature:

# HS.POL006 DIVERSITY AND INCLUSION POLICY

Our vision is to create an environment of opportunity, irrespective of gender, ethnicity, age, marital/family status, disability, religious or political beliefs and sexual identity. A place to thrive and enjoy no matter where you come from.

## DIVERSITY

All of us have different backgrounds, experiences, and view the world differently. It's the diverse perspectives on work and life that are truly valued within the company. It's our point of difference, our 'who' we are, it's what makes this company such a unique place to work in.

## FOCUS POINTS

- Promote a culture of inclusion that values and respects individual differences and is free of harassment, victimisation, and discrimination.
- Ensure our work practices and workplace facilities provide the flexibility needed to support an inclusive and diverse culture.
- Provide equal access to all employees for skills development and career path progression.
- Recruit and reward equitably based on merit.
- Comply with all regulatory and compliance obligations in relation to diversity and inclusion.

## THE JOURNEY

Giving our employees a sense of belonging is an essential part of the diversity and inclusion culture the company is building upon. To create a solid foundation, we will:

- Communicate clear expectations to leaders and employees regarding the actions, conduct and behaviour needed to support a diverse and inclusive workplace.
- Provide relevant and meaningful training to our employees with a focus on adult teaching/learning strategies.
- Identify and cater for the differing cultural needs during company functions and meetings.
- Include the *'team'* perspective when problem solving or decision making.
- Encourage open discussion on mental health and wellbeing, including the promotion of agencies that may assist.
- Be fair and reasonable in our expectations of the work/life flow.
- Create channels for employees to influence diversity and inclusion

## THE END GOAL

To have a diverse team with a common desire, all striving to succeed together.

Hayden Burke
Managing Director

14th October 2025
Date

# HS.POL007 CHARITABLE GIVING POLICY

Cambridge Steel Fabricators and Engineers Ltd. wishes to demonstrate a strategic commitment to charitable giving and volunteering. We aim to support and play an active role in the communities in which we live and work. We will foster a culture of support for employees to become involved, identify, initiate, and execute programmes that make a difference.

Our company and our employees display a wealth of contributions to several good causes. Our approach will ensure consistency and improved capture of activity, not only to support how we are viewed by customers and our communities, but also to encourage employees to be involved and feel pride in their company.

## ELIGIBILITY

Contributions to organisations, charities and causes will be acceptable if the charitable body has one or more of the following goals or focus areas:

- The creation of a more sustainable environment
- The improvement of living, working or recreational environments
- Health and safety improvements
- Educational improvements for children and/or adults
- The improvement of employability skills, either within or outside of the educational system and particularly for those who are disadvantaged.

## RESTRICTIONS

Cambridge Steelfab will not provide support for the following:

- Organisations that illegally discriminate based on age, disability, sex, sexual orientation, gender reassignment, ethnicity, marriage or civil partnership, pregnancy and maternity, religion, and belief
- Individuals or memorial funds
- Political or religious campaigns
- Commercial organisations (support must go to a registered charity, not-for-profit organisation, or social enterprise)
- Advertisements, promotional activities, or production of any marketing material.

## JUSTIFICATION TO DONATE

*Main CSFE charity partner/s*- if CSFE chooses to appoint one or more main charity partners, this/ these must be a registered charity and ratified by the Managing Director.

*Employee/employer matched funding*- employees often use their own time and efforts to support a favourite good cause. To show engagement and encouragement the Managing Director will consider such requests on a case-by-case basis.

*External requests*- external stakeholders (e.g., customers, suppliers, voluntary/charity organisations, individuals) may at times ask for support whether it be monetary, materials, employee hours etc. These requests will be referred to the Managing Director.

All requests will be considered against the above criteria fairly, and resources will be allocated in a balanced way.

## CELEBRATE GIVING

The company will acknowledge and celebrate charitable efforts.

## REVIEW AND UPDATE

This policy applies to all Cambridge Steel Fabrication & Engineers Ltd. Employees and will be reviewed and revised on a bi-annual basis by the Senior Leadership Team.



Hayden Burke
Managing Director

13th October 2025

Date

# HS.POL008 EMPLOYEE WELLNESS PROGRAM

We want our workplace to have a positive and healthy culture. To achieve that our workplace policies, practices, and environments are designed with your wellbeing in mind. This Wellness Program works hand-in-hand with our Diversity and Inclusion Policy (HS.POL006) to ensure all employees, regardless of background, feel safe, supported, and able to thrive. This policy applies to all employees at our workplace, and to anyone who comes into our workplace

## MENTAL WELLBEING

Our workplace has a role in promoting, protecting, and supporting our employees' mental wellbeing.

We recognise the experience of mental distress is common and that anyone can be affected at any stage of their lives. We are committed to supporting any employees experiencing mental distress.

If you are experiencing distress, we will do as much as we can to help you to stay at work and/or support your return to work when you are ready. Any health conditions or disabilities will be treated in confidence. We will never share any information about you unless you have agreed to it, and only to ensure your wellbeing and safety and that of those around you.

### HOW WE WILL PROMOTE GOOD MENTAL WELLBEING

We will manage you in ways that promotes your mental wellbeing.

As your employer, we will do the following:

- Encourage a culture of openness – you can speak up about any concerns at any time and know you will be heard.
- Make sure you feel supported to seek help for any issues or distress, including using our conflict resolution processes.
- Make sure you understand what is expected of you at work – in your work tasks and acceptable behaviour.
- Have regular check-ins regarding your workload and stress levels, and adjust tasks or provide resources as needed to prevent overwork
- Offer flexible work practices wherever possible and/or legally required.
- Support opportunities for professional skills development and growth.
- Employ and promote you based on your abilities, rather than any perceived disabilities.
- Not tolerate bullying, harassment, or discriminatory behaviour.

### OUR EXPECTATIONS OF YOU

You can do a lot to protect your own mental wellbeing at work.

As our employee, we expect you to:

- treat everyone with respect and civility
- speak up if you need help or support
- speak up about any bullying, harassment, or discriminatory behaviour you notice happening in our workplace
- take your own steps to stay mentally healthy at work (e.g., taking rest breaks, speaking up if stressed)

- support workmates to speak up if they need help for anything affecting their mental health
- access support if you need it – see the **Help finding support** section in this policy
- ask about options (e.g., flexible working arrangements, special leave) if you feel you need time away from work to manage your mental health.

## ENCOURAGING POSITIVE ACTIONS

To maintain a mentally healthy workplace we will:

- consult with you and other staff about what workplace wellbeing means to you, and what initiatives you might like
- we will monitor the effectiveness of these initiatives and provide regular feedback loops
- provide contact details for support services you can access easily and discreetly
- encourage you to take breaks, both to rest and to connect with others
- regularly support mental health and wellbeing initiatives, such as Mental Health Awareness Week
- organise occasions for you to connect with other employees at and away from work
- encourage you to get outside during breaks, which is good for your physical and mental wellbeing
- call for volunteers who can encourage and support good mental health in our workplace.

## SMOKE FREE AT WORK

We are a smoke free workplace. If you work with us, we expect you to follow our smoke free policy.

Our smoke free policy is about protecting everyone against the effects of second-hand smoke while they are at work.

This means you cannot smoke:

- anywhere inside our workplace, at any time
- in a company-owned vehicle you share with others, unless you have the written permission of others who use the vehicle
- anywhere we have placed smoke free signage outdoors, including workplace entrances and exits.

We will notify all service contractors and visitors to our workplace of our policy.

We make our smoke free policy clear in our recruitment material and employment agreements.

**Vaping and e-cigarettes:** The term of this policy also applies to vaping and using e-cigarettes, and other tobacco products that are used in other ways.

**Want to quit smoking?**

If you do smoke and would like help to stop using tobacco, we can support you. See our **Help finding support** section in this policy for more information.

## SUN SMART

As your employer we are required to protect you from workplace risks.

Because exposure to solar ultraviolet (UV) radiation can cause cancer, we will take steps to minimise your exposure during work hours.

We will:

- check UV levels each day
- do all we can to schedule outside work when UV levels are lowest, such as at the start and/or end of the day
- encourage you to work in shade as much as possible
- provide portable shade (including shade structures such as pergolas, tents, and umbrellas) wherever possible for outside tasks if natural shade isn't available
- try to move tasks inside if shade isn't possible
- rotate tasks among employees so you are not constantly in the sun.

As our employee we expect you to:

- speak up if you are concerned about your sun exposure and/or have suggestions on how we can better keep you safe
- report instances of sunburn, heat exhaustion/fatigue to Hayden Burke
- check your own skin for changes that could indicate melanoma or non-melanoma skin cancers
- regularly drink water to stay hydrated.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

You must wear clothing and sunscreen (applied to uncovered skin every day when UV levels are dangerous) to protect you from the sun when working outside.

As necessary this PPE could include:

- long-sleeved shirts with collars, long trousers or knee-length skirts or shorts that are preferably light-weight but still close-weaved, keep out UV radiation while allowing your skin to breathe, and have an Ultraviolet Protection Factor (UPF) of at least 30
- a hat/hard hat/helmet with a wide brim/peak/flap that protects your head, face, ears, and neck
- sunglasses that fit closely to your face and meet UV protection standards, AS/NZS 1336:2014
- if required, sunglasses and spectacles must also meet the safety glasses standard, AS/NZS 1337:2010
- sunscreen, which must be water-resistant, broad-spectrum, at least SPF30, and meets standard AS/NZS 2604:2012. Sunscreen should be applied 20 minutes before going outside and reapplied every two hours, especially if you are sweating and/or working in water, and stored below 30 degrees, as high temperatures (such as from being left in a vehicle's glove box) can stop it being effective.

## MONITORING SUN EXPOSURE

We understand our responsibility as an employer to monitor your UV exposure.

We will do this by:

- monitoring UV levels to identify when it's risky to be outside
- regularly assessing our workplace/s to make sure you are not exposed to too much UV radiation, then taking steps to eliminate or minimise the risk
- assessing all outside work functions and events for UV exposure, providing shade and sunscreen if necessary
- developing a system where we can all record incidents of sunburn, heat exhaustion/fatigue

- tracking those incidents to see what improvements/changes we can make to reduce the chances of sunburn and heat exhaustion/fatigue
- developing a system of monitoring your UV exposure, including reminders to get regular skin checks
- helping you understand melanoma and non-melanoma skin cancer, including the importance of having any moles, freckles or worrying skin spots checked by your GP.

## RESPONSIBLE HOSTING

We take our host responsibilities seriously when hosting work functions and work events.

### ALCOHOL MAY BE SERVED AT WORK EVENTS

At some events alcohol may be served. The decision to serve alcohol must be made by the Managing Director.

### OUR RESPONSIBILITIES IF ALCOHOL IS SERVED

We will:

- have drinks served rather than having alcohol freely available
- serve substantial, nutritious food
- provide low alcohol and alcohol-free drinks
- check if we need an alcohol licence to be serving alcohol
- make sure people don't drink too much alcohol
- refuse to serve anyone we believe has already had too much alcohol
- not serve alcohol to anyone under 18, without the approval ("express consent") from the young person's parent or guardian
- make sure everyone can get home safely.

### YOUR RESPONSIBILITIES IF ALCOHOL IS SERVED

If you are drinking alcohol at a work event you are responsible for:

- ensuring you do not drink too much
- always following all laws
- showing the same standard of behaviour that you would during work hours
- treating everyone with respect

### FOOD

Our catering will provide healthy choices. This includes:

- limiting high-fat, high-sugar foods
- ensuring water, and sugar-free, alcohol-free drinks are available
- ensuring enough food is available, especially if alcohol is also being offered.

### SUNSMART

If work functions are held outside, we will make sure you are protected from too much solar UV radiation.

We will:

- remind you to be prepared to be SunSmart
- provide shade
- have sunscreen readily available that is at least SPF30, broad-spectrum and water resistant, and encourage you to use it
- schedule activities for times of the day when UV levels are low.

### SMOKING

You may not smoke anywhere that smoking is unlawful (i.e., indoor work areas) or not allowed under any other workplace policy, even during work functions.

This is to protect people from the effects of second-hand smoke.

## MENTAL HEALTH SUPPORT

There may be times you need support to deal with difficult issues or to help someone close to you deal with theirs.

If you need support, we will:

- encourage you to ask for help as early as possible to reduce the chances of problems growing - all disclosures will be treated confidentially
- do what we can to help you find the support you need
- allow you time off work to deal with issues, as set out in the sick leave section of your employment agreement
- encourage you to seek appropriate help if you know or strongly suspect an employee might harm themselves or needs help – or if you need help yourself.

You could also find support by:

- talking to your manager or a colleague for advice and support
- going to see your doctor or another health professional
- calling or texting 1737 to talk to a trained counsellor. This service is completely free and available 24/7.
- calling 111 if there is an immediate crisis.

### HELP TO STOP SMOKING

We recognise smoking is an addiction and that it kills more than 5000 New Zealanders a year. If you do smoke and would like help to stop smoking:

- go to www.quit.org.nz, text 4006 or call 0800 778 778
- visit smokefree.org for information about stop smoking services in our region
- talk to your GP or health provider
- ask at your local pharmacy.

### TRAINING

We will train our managers and other appropriate employees how to recognise and respond to employees who need support in our workplace for whatever is causing distress.

That training could include how to recognise employees with addiction issues.

If you would like training, please talk to your manager.

We will also provide resources to you about other health and wellbeing subjects. If you feel you would like information on a particular issue, please ask your manager.

## STAY AT HOME/RETURN TO WORK

We understand there are many reasons why you may need support coming back to work after time away from the workplace.

We also understand there may be times when some extra support or flexibility from us could help you stay at work during these times.

If you are away from work for any reason, we will keep communicating with you.

We will talk to you in ways you are comfortable and will work alongside your support people and health professionals (where appropriate) to see what changes we can make to help you come back to work or to stay at work.

What we agree will be supported by a return-to-work/stay-at-work plan.

## WHEN YOU ARE BACK AT WORK

When you have returned to work, we will continue to talk to make sure the plan is working for both of us.

All details will be treated in confidence. We would share your information only after discussions with you, only with your consent, and only to ensure the wellbeing and safety of you and those around you.



Hayden Burke
Managing Director

13th October 2025
Date

# HS.POL10 MODERN SLAVERY STATEMENT

The purpose of this statement is to outline our approach to ensuring that **Cambridge Steel Fabricators and Engineers Ltd** (CSFE) minimises the risk of modern slavery in our business operations and supply chain. We recognise that slavery and human trafficking can occur in many forms. This can include slavery, servitude, human trafficking, forced marriage, forced labour, debt bondage, child labour, and deceptive recruiting for labour or services. CSFE will not tolerate any forms of slavery or human trafficking in our business.

We support the United Nations Sustainable Development Goals, with one of our priority goals being Goal 8: decent work and economic growth. We strongly support this goal with the commitment in working to eradicate the many forms of modern slavery.

## SCOPE

This policy applies to all persons working for or on behalf of Cambridge Steel Fabricators and Engineers, in any capacity including employees, directors, agency workers, contractors, consultants and any other third party representatives.

## OUR APPROACH

CSFE is committed to working with its suppliers to eradicate modern slavery from the Company's supply chain. CSFE procures products and services from a broad range of industries including energy, fixed plant and commodities, mobile fleet, and information technology. The majority of our total procurement spend is within New Zealand.

CSFE is a member of the Sustainable Steel Council of New Zealand.

We reserve the right to employ students aged under 15, outside of normal school hours, to perform basic tasks within our business on a short-term basis (commonly known as "holiday work"). This type of employment follows the protocols of the relevant New Zealand employment laws.

## RESPONSIBILITIES

Management must ensure the policy is applied and complied with within their respective departments.

Employees are responsible for reporting any concerns about any issue or suspicion of modern slavery in any part of our business or supply chain.

The Health and Safety Manager oversees the implementation of this policy, monitors it's use and effectiveness and audit internal control systems and procedures.

## POTENTIAL RISKS IN OUR OPERATIONS AND SUPPLY CHAIN

We rely completely on our New Zealand based suppliers to do the required investigation of their supply chain to ensure our compliance.

We will conduct audits of our suppliers to evaluate their compliance with our standards.



14 October 2025

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**Hayden Burke**

**Managing Director**

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**Date**

# SUPPLIER CODE OF CONDUCT

## OUR EXPECTATIONS

Cambridge Steel Fabricators & Engineers Ltd (CSFE) is committed to doing business with suppliers who share its values and a strong commitment to ethical standards in business conduct, workplace health and safety, environmental protection, human rights, fair pay and working conditions, and economic sustainability. These expectations apply to all CSFE suppliers and their subcontractors.

## LABOUR AND HUMAN RIGHTS

Suppliers must prohibit child and forced labour, ensure fair wages and working conditions, and prevent discrimination and harassment. Supply chain due diligence is required.

## HEALTH, SAFETY, AND SECURITY

CSFE expects suppliers to:

- comply with regulatory and statutory requirements in relation to health and safety at work and maintain work environments and systems of work, for workers and others that ensure their health and safety.
- comply with any security obligations notified to them by the agency; and
- adequately protect any information, assets, tools, or materials provided for use by CSFE and return these promptly on demand when requested.

## PROMPT PAYMENT

CSFE is expected to pay its suppliers promptly, in turn we expect our suppliers to continue this standard when paying their subcontractors and advising subcontractors promptly if there is any reason why an invoice will not be paid promptly.

## ENVIRONMENTAL SUSTAINABILITY

CSFE is committed to an environmentally friendly workplace and encourages suppliers to establish environmentally responsible business practices and proactively improve their environmental performance. We expect suppliers to:

- conduct their business in accordance with all applicable laws and regulations regarding the mitigation of impacts and protection of the environment; and
- endeavour to improve their environmental sustainability and reduce operational environmental impacts.

## ETHICAL BEHAVIOUR

We expect our suppliers to:

- manage their activities and affairs, and conduct themselves, with integrity in accordance with all applicable laws, regulations, and ethical standards.
- not engage in any form of corruption; and
- be transparent about their practices and actively engage sustainable policies and processes.

## CORPORATE SOCIAL RESPONSIBILITY

We encourage suppliers to CSFE to be good corporate citizens and contribute positively to their communities. Some positive things suppliers could do are:

- Eliminate discrimination in respect of gender, ethnicity, and occupation. Eradicating prejudices in the workplace will support a progressive and diverse work force.
- Promote economic development across New Zealand. This could include engaging with Māori businesses or businesses in provincial regions in order to engage with our local economy.

## COMPLIANCE AND ENFORCEMENT

CSFE may monitor compliance. Non-compliance may result in corrective action or termination in business.

| | |
|---|---|
| **Hayden Burke** | **Date** |
| **Managing Director** | |