



# Supplier codex for suppliers of RMIT Professional Resources AG

Principle, integrity, work conditions, environment, sustainability, quality,  
data protection



## 1 Why is a supplier codex required ?

RMIT Professional Resources AG (hereunder as RMIT) stands for professional resource management and concerns the employment of specialists in client projects. We predominantly support our clients in the field of information technology in the procurement and support of external employees and support them throughout their employment with our customers. The field of human resources and procurement complete our range of services, in which we also deliver consulting and managed services to the human resource management team.

Going the Extra Mile - we always provide something more than what is expected of us. Our conduct is fair and ethical - towards our employees, our clients and our suppliers. Only when our suppliers are committed to the same values and principles can we fulfil our performance demands in relation to sustainability and quality.

Therefore, we require our suppliers to acknowledge our principles by signing our supplier codex.

## 2 Integrity

RMIT is obligated to a high ethical standard, to which our suppliers should also be oriented. When signing this codex, our suppliers are obligated to comply with these principles.

RMIT's suppliers are obligated as follows:

- to prohibit any discrimination of persons due to their gender, religion, ethnicity or nationality, civil status, political belief or sexual leaning
- to prevent discrimination, in relation to employment, compensation, additional services, chances of further education, promotion, punishment and dismissal;
- to promote equal opportunities;
- to treat all employees with dignity and respect;
- to forbid any type of physical, psychological or sexual abuse or harassment;
- not to tolerate physical or mental coercion, or corporal punishment;
- to prohibit corruption and other methods that lead to dubious preferential treatment and personal gains;
- provided that the applicable law does not prohibit their employees from exercising their right to freedom of association and collective bargaining;
- to comply with the General Statement of Human Rights of the UNO and take into consideration the laws of the respective authoritative national legal system;
- to ensure that their subcontractors and suppliers comply with this principle.

## 3 Working condition requirements

RMIT continues to respect fair working conditions which protect the person and personal of the employee. We require that our suppliers guarantee equivalent working conditions to their own employees:

- Assurance that the employees receive appropriate compensation and that the customary minimum living wages and legal benefits are paid to them;
- Guarantee of sufficient safety and a working environment that does not endanger their health;
- Prevention of accidents and sick leave through corresponding measures;
- Granting minimum health requirements such as clean drinking water and sanitary facilities;
- Entitlement to a contractually agreed employment relationship;
- Compliance with the legal maximum working and resting hours;
- Complete ban of child and forced labor.



#### **4 Environment**

RMIT has an obligation to society as well as a responsibility with regards to the impact on the environment. We are interested in working with suppliers, who share our philosophy. We require that our suppliers make continual efforts to minimize the stress on the environment and improve environmental protection. Our suppliers are obligated to comply with environmental laws and provisions, which apply at the site where the service is provided and/or at the site where the product is manufactured.

#### **5 Sustainability, quality and data protection**

RMIT requires its suppliers to carry out operative methods which are sustainable and efficient business processes. They must provide products and services which comply with legal, quality and safety requirements. Our suppliers must guarantee an adequate protection of their employees' personal data and are obliged to comply with the data protection requirements.

#### **6 Checking the compliance of the supply contract**

RMIT reserves the right to check whether our suppliers comply with the conditions of the supply contract and the supplier codex when performing services and manufacturing products.

Should RMIT establish or otherwise become aware that a supplier is breaching the conditions of the supplier codex, RMIT reserves the right to demand corresponding corrective measures against this supplier, which if not implemented, may lead to termination.

Company	_____	_____
Signature	_____	_____
Name/Title	_____	_____
Place, Date	_____	_____