

Argent Energy aims to be a leader in sustainable development in the industries in which it operates. In line with the *Argent Energy Sustainable Development Policy*, we actively seek to select and work with suppliers who not only comply with laws and regulations, but go beyond by setting standards that are expected of an industry leader.

We have a strong preference to work with suppliers who share our commitment to honesty and integrity and who seek to integrate principles of sustainable development into all areas of their business. We must ensure that our need to purchase goods on competitive terms is not met at the expense of labour standards, health and safety or the environment. Our suppliers should proactively provide clear, accurate and appropriate reporting of their progress toward achieving their sustainable development objectives.

#### **APPLICATION**

This Supplier Code of Conduct (“Code”) outlines the minimum standards we expect of for all of our suppliers. It should be read in conjunction with the *Argent Energy Human Rights Policy* and the *Argent Energy Health and Safety Policy*.

The executive management of each company in which Argent Energy has a controlling interest and its associated companies and jointly controlled companies will take adequate steps to ensure all their suppliers are aware of, and are taking actions to fully comply with, the following provisions:

#### **Legal and Regulatory Compliance**

Suppliers shall ensure their operations and the products and services supplied comply with all national and other applicable laws and regulations.

#### **Forced Labour**

Suppliers must not use forced labour, bonded or indentured labour, involuntary prison labour, slave labour or any form of human trafficking.

Suppliers should not require employees to hand over government-issued identification, passports or work permits as a condition of employment.

All work, including overtime work, shall be voluntary. Employees should be free to leave employment upon giving reasonable notice.

<b>Issue Status</b> If printed this document becomes an “uncontrolled copy” and will not be subject to update unless over stamped as a “Controlled Copy”	<b>Author:</b>
	<b>Name Nathan Davies</b> <b>Date May 2022</b>

### Child Labour

Suppliers must not:

- employ any person under the local legal minimum employment age; or
- employ any person in a manner which conflicts with completion of their compulsory schooling; or
- employ any person below the age of 16 years on a full-time basis (unless part of a recognised professions apprenticeship programme); or
- employ any person below the age of 18 years for work at night (unless part of a recognised professional apprenticeship programme) or in hazardous conditions.

Additionally, all young employees must be protected from performing any work that is likely to be hazardous or likely to interfere with their education or that may be harmful to their health, or their physical, mental, social, spiritual or moral development.

Suppliers should also adhere to legitimate workplace apprenticeship programmes and comply with all laws and regulations governing child labour and apprenticeship programmes.

### Health and Safety

Suppliers must take adequate steps to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as reasonably practicable, the causes and risks of hazards inherent in the work environment.

Suppliers should have in place, or agree to adopt in a reasonable timeframe, health and safety policies and procedures. Information regarding these policies and procedures should be made readily available to employees.

Suppliers will ensure that employees are aware, through newsletters, training or other effective and frequent means of communication, of the suppliers' obligations with regard to site safety and their own obligations of ensuring the safety of themselves and others.

Suppliers should ensure at a minimum, reasonable access to potable water and sanitary facilities; fire safety; emergency preparedness and response; industrial hygiene; adequate lighting and ventilation; occupational injury and illness and machine safeguarding. Suppliers will also ensure these same standards apply to any dormitory or canteen facilities.

<b>Issue Status</b> If printed this document becomes an "uncontrolled copy" and will not be subject to update unless over stamped as a "Controlled Copy"	<b>Author:</b>
	<b>Name Nathan Davies</b> <b>Date May 2022</b>

### Compensation and Working Hours

Suppliers must provide each employee at least the local legal minimum wage and benefits, and are encouraged to follow local voluntary codes.

All employees should be provided with written and understandable information about their employment conditions in respect to wages and working hours before they enter employment.

Suppliers must pay their employees promptly, providing each with clear, written accounting for every pay period. Wages should be paid regularly, on time and be fair in respect of work performance. Payment should not be made more than one month in arrears. Employees should be compensated for overtime according to the law and within legal working hour limits.

Deductions from wages as a disciplinary measure shall not be permitted. All disciplinary measures should be recorded.

Employees should be granted their stipulated annual leave and sick leave without any repercussions, and should be permitted to take their stipulated maternity or paternity leave in accordance with national laws.

Suppliers are encouraged to offer employees opportunities to develop their skills and capabilities, and provide advancement opportunities where possible.

### Discrimination / Rights

All conditions of employment must be based on an individual's ability to do the job, not on the basis of personal characteristics or beliefs. Suppliers must not discriminate on the basis of age, colour, disability, gender, national origin, race, religion, sexual orientation, or other similar factors.

Employees shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse, nor is there to be the threat of such treatment.

Suppliers shall respect employees' rights to choose whether to be represented by third parties and to bargain collectively in accordance with local law. Harassment, intimidation, penalties, interference or reprisal should not be used to interfere with such legitimate activities.

### Grievance Mechanisms

<b>Issue Status</b> If printed this document becomes an "uncontrolled copy" and will not be subject to update unless over stamped as a "Controlled Copy"	<b>Author:</b>
	<b>Name Nathan Davies</b>
	<b>Date May 2022</b>

Suppliers shall have in place communications mechanisms and grievance procedures that allow employees to raise concerns and complaints with management, without fear of reprisal and ensure concerns are appropriately addressed in a timely manner.

### Environment

Suppliers should:

- have in place an effective system for managing environmental issues including measuring and reporting on their environmental impact;
- seek to improve the impact of their operations upon the environment; and
- take a precautionary approach to environmental matters.

We will have a strong preference for Suppliers whose goods or services can make a significant difference to reducing our environmental impact.

Where appropriate, the following provisions also apply:

- Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.
- Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.
- Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.
- All types of waste, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

### Bribery and Corruption

Suppliers must commit to attain the highest standards of moral and ethical conduct in their business. All forms of corruption, extortion, fraud and bribery should be prohibited, including those for the suppliers'

<b>Issue Status</b> If printed this document becomes an "uncontrolled copy" and will not be subject to update unless over stamped as a "Controlled Copy"	<b>Author:</b>
	<b>Name Nathan Davies</b> <b>Date May 2022</b>

own benefit or for the benefit of their relations, friends or associates. The Supplier must not under any circumstance offer or make any gift, payment, loan or other advantage to any Argent staff.

Suppliers will have policies, codes of conduct and procedures in place to avoid all forms of bribery, corruption and fraud and ensure they are enforced.

Suppliers should disclose to Argent Energy any situation that may appear as a material conflict of interest. They are also expected to disclose to Argent Energy if any of Argent Energy's officials or professional under contract with it have a material interest of any kind in the supplier's business or any kind of economic ties with the supplier.

#### Subcontractors and other Service Providers

Suppliers should work with their own service providers and subcontractors to ensure that they also strive to meet the principles of this Code. This should be integrated within the supplier's business processes to select and manage the performance of subcontractors and other service providers.

Suppliers and subcontractors should be paid accurately and on time.

#### Communication, Documentation and Inspection

Suppliers are responsible for communicating the requirements of this Code to their employees. The Code should be made freely available to employees in their local language and in a readily accessible place.

Suppliers must maintain records of all relevant documentation necessary to demonstrate compliance with this Code and related laws, and where requested, should agree to make these documents available for us or our designated auditor as evidence of compliance. Where appropriate, suppliers may be asked to permit inspections of suppliers' sites and facilities for verification purposes in line with this Code.

Argent Energy will review this Supplier Code of Conduct from time to time as appropriate, and in any event, once every three years.

<b>Issue Status</b> If printed this document becomes an "uncontrolled copy" and will not be subject to update unless over stamped as a "Controlled Copy"	<b>Author:</b>
	<b>Name Nathan Davies</b> <b>Date May 2022</b>