



# AME SYSTEMS

SOLUTIONS THAT MOVE YOU



## SUPPLIER STANDARDS OF BUSINESS CONDUCT

[AMESYSTEMS.COM.AU](http://AMESYSTEMS.COM.AU)



## AME Systems Overview:

### AME Systems Values

We at AME Systems, are guided by the following Values. We want our decisions and actions to demonstrate these Values. We believe that putting our Values into practice creates long-term benefits for shareholders, customers, employees, suppliers and the communities we serve.

#### We focus on **SAFETY** ...

We work to protect the health and well-being of our employees and to provide our customers with high quality, reliable and safe products. We are committed to safe operations and are diligent in our safety practices and processes.

#### Our **ENVIRONMENT**...

We respect and consider our local and global environment in all decisions we make and strive to minimise our impact. We are committed to improving our practices and processes to achieve a healthier more sustainable environment.

#### We take responsibility for **QUALITY**...

Our products and services are world class in terms of value received for money paid. We deliver excellence, strive for continuous improvement, and respond proactively to change. Each of us is responsible for the quality of whatever we do.

#### We deliver **CUSTOMER SATISFACTION**...

We are dedicated to satisfying our customers. We believe in respecting our customers, listening to their requests, and understanding their expectations. We strive to exceed their expectations in affordability, quality and on-time delivery.



#### Be **Courageous** as a company and as individuals...

We at AME Systems believe in having the courage to do what is right, speak up when there is a need, listen to others, make calculated decisions and act in alignment with business objectives and values.

#### Be **Accountable**...

We are each personally accountable for the highest standards of behaviour, including honesty and fairness in all aspects of our work. We fulfill our commitments as responsible citizens and employees. We treat customers and company resources with the respect they deserve. We comply with all applicable laws and regulations.

#### Be **Respectful**...

We treat one another with respect and take pride in the significant contributions that come from the diversity of individuals and ideas. Our continued success requires us to provide the education and development needed to help our people grow. We are committed to openness and trust in all relationships.

#### Be **Engaged**...

We as individuals, are engaged in the business activities, goals, and objective, yours, and others. Aiming to work towards meeting and excelling in customer satisfaction and the growth of individuals and AME Systems.

#### We regard our **Suppliers** as crucial to our success

We owe our suppliers the same type of respect that we show to our customers. Our suppliers deserve fair and equitable treatment, clear agreements and honest feedback on performance. We consider our suppliers' needs in conducting our business.

## Introduction

AME Systems is committed to achieving the highest standards of ethics, integrity and performance to provide the products and solutions necessary for our customers. These Supplier Standards of Business Conduct set forth the fundamental requirements that we expect our suppliers (and those who work for them, including employees and subcontract labour) to comply with at all tiers. These Supplier Standards of Business Conduct also apply to our third party resellers, contract labourers and any other third parties performing or providing services on our behalf. AME Systems expects suppliers to actively support our goals of:

- achieving value for money in every sourcing decision;
- applying a disciplined, planned approach to sourcing;
- eliminating waste across supply and inventory processes; and
- driving continuous improvement and innovation so AME Systems remains competitive.

Suppliers are expected to collaborate on initiatives that reduce total cost of ownership, improve quality and delivery performance, and strengthen supply assurance.

## Ethical Business Conduct & Legal Compliance

Suppliers must maintain, at all times, the highest standards of ethics and integrity and comply with all relevant Australian and International laws, regulations, its contractual obligations with AME Systems and this Supplier Standards of Business Conduct.

AME Systems suppliers must always act ethically and ensure the integrity of their operations. Acting ethically means acting honestly, with integrity, transparently, consistently, with diligence and fairness, modelling good corporate governance. Acting with integrity means rejecting any business practice which might be deemed improper, ensuring information shared is accurate and not misleading, avoiding any behaviour that could be construed as fraudulent, corrupt, unethical, exploitative, dishonest, or collusive, and never breaching confidentiality. In addition, our suppliers must comply fully with all applicable laws and regulations, their contractual obligations with AME Systems and these Supplier Standards of Business Conduct.



# Labour Practices, Human Rights & Workplace Conduct

AME Systems expects its suppliers to treat all people with respect and dignity, encourage diversity, remain receptive to diverse opinions, promote equal opportunity for all, and foster an inclusive and ethical culture. Suppliers and their suppliers must refrain from violating the rights of others and immediately address any adverse human rights impacts of their operations.

## Child Labour

Suppliers must ensure that child labour is not used in any performance of the supply and must ensure that their suppliers conform to this requirement. The term “child” refers to any person under the minimum legal age for employment where the supply is performed.

## Human Trafficking

We fully support the elimination of human trafficking and slavery from the supply chain and do not tolerate any trafficking in persons, both in Australia and globally. Suppliers must adhere to regulations prohibiting human trafficking and comply with all applicable local laws in the country or countries in which they operate. Suppliers must act against all human rights exploitations and take reasonable steps to eliminate modern slavery in the supply chain.

## Modern Slavery Compliance

Suppliers must identify, prevent, and remediate modern slavery risks in their operations and supply chains in alignment with the Australian Modern Slavery Act, including mapping higher-risk tiers/geographies, completing AME Systems questionnaires on request, maintaining due-diligence evidence and grievance mechanisms, and flowing down equivalent requirements to sub-tiers. Confirmed incidents must be disclosed to AME Systems with corrective actions within contractually agreed timeframes.

## Bullying and Harassment

Our suppliers must ensure that their employees are afforded an employment environment that is free from physical, psychological, and verbal harassment, or other abusive conduct.

## Non-discrimination

Our suppliers should provide equal employment opportunity to all employees and applicants for employment, without any unlawful discrimination.

## Wage and Benefits

Our suppliers must pay workers at least the minimum compensation required by local law and provide all legally mandated benefits. In addition to payment for regular hours of work, workers must be paid for overtime at such premium rate as is legally required.

## Social Dialogue

We expect our suppliers to respect the rights of workers to associate freely and communicate openly with management regarding working conditions without fear of harassment, intimidation, penalty, interference or reprisal.

Suppliers are expected to recognise and respect the ability of workers to exercise lawful rights of free association, including joining or not joining any association of their choosing.



# Product Quality, Traceability & Compliance Assurance

## Quality

Suppliers must take due care to ensure their work product meets our AME Systems quality standards and the relevant quality and information security standards (e.g., ISO 9001, AS/EN 9100; and for information security, ISO/IEC 27001). We expect our suppliers to have in place quality assurance processes to identify defects and implement corrective actions and to facilitate the delivery of a product whose quality meets or exceeds the contractual requirements. As part of onboarding and ongoing approval, suppliers must complete AME Systems' supplier survey (or equivalent evaluation), provide up-to-date certifications (e.g., ISO 9001 and, where applicable, AS/EN 9100), and

agree to AME Systems' flow-down requirements. For Aviation, Space or Defence (ASD) supply, full traceability and Certificates of Conformance (CofC) are mandatory, and inbound inspection holds may be applied as appropriate.

## Counterfeit Parts

We expect our suppliers to develop, implement, and maintain methods and processes appropriate to their products to prevent the introduction of counterfeit parts and materials into deliverable products. Suppliers must ensure that effective processes are in place to detect counterfeit parts and materials, as applicable, and exclude them from the delivered product.



# Operational Performance & Supply Assurance Requirements

AME Systems measures and manages supplier performance to enable value for money, quality, and delivery outcomes. Suppliers must participate in continuous improvement and will be assessed against KPIs appropriate to their category and criticality, including but not limited to:

- On-time delivery: meeting promised delivery dates for every line (target: 100%).
- Zero quality rejects: product must conform to approved specification and certification requirements.
- Documentation accuracy: purchase order numbers referenced on invoices (target: 100%);
- Required quality/traceability documentation first time for AS/EN 9100 items.

Suppliers must attend reasonable review meetings, share corrective action plans where performance is below target, and demonstrate progress and improvement over time.

## Anti-Corruption, Fair Competition & Financial Controls

AME Systems suppliers must not seek to gain advantages through unfair, unethical or illegal business practices.

### Anti-Corruption Laws

Our suppliers must comply with all applicable anti-corruption laws, directives and regulations, including applicable anti-bribery and corruption laws (e.g., the Australian Criminal Code (Cth)).

We require our suppliers to refrain from offering or making any improper payments of money (or anything of value) to government officials, political parties, candidates for public office, or other persons. This includes a prohibition on facilitating payments intended to expedite or secure performance of a routine governmental action that the government official is already obligated to perform like obtaining a visa or customs clearance, even in locations where such activity may not violate local law.

Payments made to protect personal safety are permitted where there is an imminent threat to health or safety but must be properly recorded and reported to the buyer representative as promptly as possible under the circumstances.

We require our suppliers to use due diligence to prevent and detect corruption in all business arrangements, including:

- Partnerships
- Subcontracts
- Joint Ventures
- Offset agreements
- The hiring of intermediaries such as agents or consultants

### Illegal Payments

Our suppliers must not offer any illegal payments to, or receive any illegal payments from, any customer, supplier, their agents, representatives or others. The receipt, payment, and/or promise of monies or anything of value,

directly or indirectly, intended to exert undue influence or improper advantage is prohibited. This prohibition applies even in locations where such activity may not violate local law.

### Anti-Money-Laundering and Counter-Terrorism Financing (AML/CTF) Laws

Suppliers must comply with applicable AML/CTF laws, maintain transparent books and records, ensure payments are for legitimate business purposes only, and prohibit undisclosed cash or bearer instrument transactions in connection with AME Systems business.

### Sanctions/Denied Parties List or Embargoed Countries

AME Systems will not engage with entities that are subject to relevant sanctions denied parties list or embargoed countries.

### Anti-Trust

Our suppliers must not engage in anticompetitive practices in violation of applicable law, regulation or contractual requirements.

### Gifts/Business Courtesies

We believe our suppliers should compete on the merits of their products and services. The exchange of business courtesies may not be used to gain an unfair competitive advantage or exercise improper influence. In any business relationship, our suppliers must ensure that the offering or receipt of any gift or business courtesy is permitted by law and regulation and complies with any contractual obligations, and that any exchanges do not violate the rules and standards of the recipient's organization and are consistent with reasonable marketplace customs and practices.



## Value for Money & Waste Elimination

AME Systems pursues value for money in every procurement decision. Suppliers are expected to collaborate on initiatives that remove waste from end-to-end supply (e.g., MOQ/EOQ optimisation, packaging standardisation, lead-time reduction, demand smoothing, and inventory accuracy), improve total cost of ownership, and support cost-down goals through value analysis/value engineering (VA/VE), alternate materials, and competitive sourcing where appropriate.

## Conflict of Interest

Our suppliers must avoid conflicts of interest or situations giving the appearance of a potential conflict of interest in their dealings with us. We require our suppliers to provide notification to affected parties if an actual or potential conflict of interest arises, including conflicts between the interests of our company and the personal interests of a

# Commercial Compliance, Trade Controls & Responsible Sourcing

## Import

Our suppliers must ensure that their business practices are in accordance with all applicable laws, directives and regulations governing the import of parts, components, and technical data. We require our suppliers to provide truthful and accurate information and obtain appropriate licenses and/or consents where necessary.

## Export

Our suppliers must ensure that their business practices are in accordance with all applicable laws, directives and regulations governing the export of parts, components, and technical data. We require our suppliers to provide truthful and accurate information and obtain appropriate licenses and/or consents where necessary.

## Anti-Boycott

Our suppliers must not participate in, cooperate with, or further the cause of any unsanctioned foreign economic boycott, in accordance in accordance with applicable Australian competition and trade laws.

supplier's employees or those of close relatives, friends or business associates of a supplier or its employees.

## Insider Trading

Our suppliers and their personnel must not use material, non-publicly disclosed information obtained in the course of their business relationship with us as the basis for trading or for enabling others to trade in the stock or securities of our company or those of any other company.

## Procurement Integrity

Our suppliers must maintain the integrity of our procurement and acquisition processes. Suppliers may not improperly use competitors' confidential or proprietary information for their own benefit. If a supplier becomes aware of any such confidential or proprietary information, they should promptly take steps to avoid its improper use and inform AME Systems as appropriate.

## Order Acknowledgement & Delivery Commitments

To support disciplined planning and waste reduction, suppliers must acknowledge purchase orders and provide a firm delivery date per line in writing. Where AME Systems requests a confirmation, the supplier must respond within four (4) calendar days of PO issue; if a line cannot be confirmed, the supplier must propose the earliest achievable date. Critical orders (shortage or near-term risk) require same-day escalation and written confirmation.

## Responsible Sourcing of Minerals

Suppliers must comply with any applicable laws and regulations regarding conflict minerals and assist us in meeting our obligations under law and regulation. We report annually to the United States Securities and Exchange Commission on our use of conflict minerals (tantalum, tin, tungsten and gold) originating in the Democratic Republic of Congo (DRC) or any of the DRC's adjoining countries in products manufactured or contracted to be manufactured by the company and are required to conduct due diligence on the use of conflict minerals in the supply chain. Our suppliers and their suppliers must conduct due diligence on the use of conflict minerals in the supply chain, including the identification of products in the supply chain that contain conflict minerals and validating the country of origin of these minerals.



# Information Security, Cyber Protection & Intellectual Property Management

## Confidentiality of Sensitive Information

Suppliers must maintain the confidentiality of all information entrusted to them by us, our customers or other third parties, except where disclosure is authorised or legally required (and then only after notice and approval from the other party). We require our suppliers properly to handle and protect from improper disclosure any sensitive information, including classified, controlled, proprietary and personal information; competitively sensitive information and intellectual property. Information should not be used for any purpose (e.g., advertisement, publicity, and the like) other than the business purpose for which it was provided, unless there is prior authorisation from the owner. Suppliers must comply with all contractual obligations and applicable laws, including data privacy laws.

## Data Privacy

AME Systems requires suppliers to operate a riskbased cybersecurity program aligned to recognised frameworks, including the The Defence Industry Security Program (DISP), NIST Cybersecurity Framework and/or ISO/IEC 27001. At a minimum, suppliers will implement multifactor authentication for remote/privileged access, encrypt sensitive data in transit and at rest, maintain timely patch/vulnerability management, enforce leastprivilege access, maintain upto date asset inventories, and provide security awareness training. Suppliers must flow down equivalent requirements to sub tiers that process AME Systems' information. Security incidents affecting AME Systems must be reported within 48 hours with details of impact, containment, and remediation.

## Intellectual Property

We require our suppliers to respect and comply with all applicable laws and other binding obligations governing intellectual property rights, including protection against:

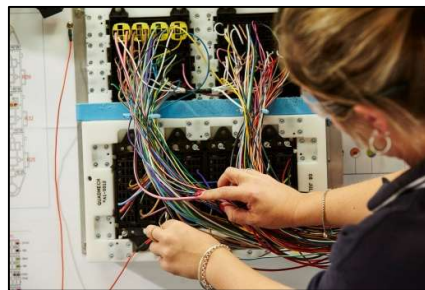
- Copyrights
- Disclosure
- Patents
- Trademarks

## Cybersecurity

Suppliers must take care to safeguard and protect information entrusted to them and information generated or developed by them in support of our programs from unauthorised access, destruction, use, modification or disclosure. We expect suppliers to have risk-based cybersecurity programs designed to mitigate emerging threats to their information systems, products and services and supply chain and to comply with all applicable contractual and legal requirements.

## Security of Supply Chain

In addition to complying with AME Systems security requirements, suppliers are encouraged to implement practices and procedures to ensure the security of their people, property and other assets, including their supply chain. Suppliers must ensure the obligations made on them in this Supplier Standard of Business Conduct is enforced with their suppliers. Suppliers are encouraged to participate in the Customs-Trade Partnership Against Terrorism initiative of the United States Department of Homeland Security. Suppliers must flow down these Supplier Standards to relevant sub-tier suppliers and monitor compliance for higher-risk categories (e.g., electronics, minerals, labour providers). On request, suppliers will identify critical sub-tiers supporting AME deliveries and provide evidence of control.



## Recordkeeping, Traceability & Audit Readiness

Suppliers must create and maintain accurate records. All records, regardless of format, made or received as evidence of a business transaction must fully and accurately represent the transaction or event being documented. When a record is no longer needed to conduct current business, records should still be retained based on the applicable retention requirements. Suppliers must not falsify or provide fraudulent records, billings or other statements to us or AME Systems customers.



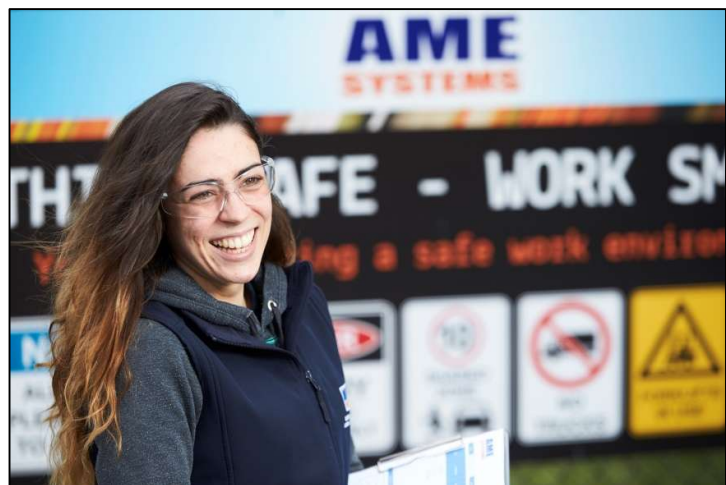
## Supply Chain Resilience, Business Continuity & Recovery Controls

Suppliers must maintain, test, and keep current Business Continuity and Disaster Recovery (BCP/DR) plans proportionate to the goods/services supplied. Plans must identify critical processes and single points of failure; address disruptions including cyber incidents, natural disasters, utility outages, labour shortages, and key sub-tier failures; define recovery time and recovery point objectives; and be reviewed and tested at least annually. On request, suppliers will provide high-level summaries and promptly notify AME Systems of any event that materially impacts delivery.

## Health, Safety & Environmental Stewardship

### Health and Safety

We require our suppliers to comply with all applicable workplace health and safety laws, regulations, and directives. Suppliers must protect the health, safety, and welfare of their people, visitors, and others who may be impacted by their activities, and maintain compliance with all relevant workplace health and safety laws.



### Environment and Sustainability

Our suppliers must comply with all applicable environmental laws, regulations, and directives and operate as responsible stewards of the environment.

### Chain of Responsibility

Suppliers are to adhere to the "Chain of responsibility" (Heavy Vehicle National Law) requirements throughout the logistics process.

# Compliance Management, Reporting & Corrective Action

## Compliance

AME Systems requires its suppliers to maintain an effective ethics and compliance program and to meet the requirements of this Supplier Standards of Business Conduct. AME Systems will conduct periodic audits if there are any suspected breaches of this Standard of Business Conduct.

## Whistle-blower Protection

AME Systems suppliers must provide their employees with avenues for raising legal or ethical issues or concerns without fear of retaliation. Our suppliers should also take action to prevent, detect, and correct any retaliatory actions.

## Consequences for Violating Code

In the event of a violation of this Supplier Standards of Business Conduct, we may pursue corrective action to remedy the situation. In the case of an actual or possible violation of law or regulation, we may be required to report to proper authorities. We reserve the right to terminate our relationship or take any other appropriate action with any supplier under the terms of the existing any contract.

## AME Systems Contact

If you wish to report any breaches to the items noted in this document, please contact the AME Systems Procurement Manager on +61 (03)53529000