

1. Objective

The primary purpose of this policy is to ensure the procurement of all goods and services:

- are conducted in a competitive, fair and transparent manner;
- provide cost effective solutions;
- are delivered in the right quantity and quality; on-time, in the right location, from the right source; and,
- comply with all regulatory requirements from the initial enquiry to the receipt, delivery and performance of a good and/or service.

2. Scope

This Policy is applicable to all staff who procure goods and services on behalf of Osmoflo, at sites where Osmoflo conducts business. It is expected that parties involved in the procurement process will abide by this policy and associated system documentation.

3. Responsibility

Roles	Responsibilities
Procurement Manager	Develop, maintain, and promote the content of this policy through training and workplace consultation.
Cost Centre Managers / Approving Authority	To ensure all team members have awareness and comply with this Policy.
Procurement, Administration Team	Always work within the policy framework and report any breaches to the Procurement manager or their direct line manager.
All Employees	Are aware of the policy framework and report conflicts of interest and/or breaches of this policy.

4. Policy

Osmoflo will consider the following aspects when engaging in the procurement process: specifications; health, safety and the environment; quality; service; local product; delivery; reliability; probity; social and ethical issues; and the Total Cost of Ownership (TCO).

All contractors/vendors shall be treated in a fair and equitable manner in accordance with principles of fairness, integrity and transparency. To achieve this, personnel involved in the procurement process will ensure:

- Privileged information on a specific acquisition is made available to all vendors/contractors at the same time, and that procurement related information is treated as confidential;
- All contractors/vendors shall receive identical information upon availability during the solicitation phase;
- Specifications should be linked to legislation, standards and performance criteria where possible;

- Conformance specifications are only employed when necessary, providing they do not limit or be unnecessarily restrictive to competitors;
- Individuals that have a personal or financial interest with suppliers of goods and services responding to a solicitation are prohibited from any involvement in the procurement process;
- The evaluation criteria specified in solicitation documents must be applied in the same manner for each offer. The selection and evaluation of vendors shall not be based on race, gender, religious or sexual orientation;
- Suppliers comply or exceed the following minimum Modern slavery standards as set out in the Modern Slavery Act 2018: No forced, bonded labour and debt bondage; No child labour (compliance with local workplace regulations); No direct or indirect involvement in human trafficking; No forced or servile marriage; Compliance all local laws regulating employment inclusive of working hours, minimum wages, workplace conditions (inclusive of safety).
- No employee should accept business gifts or hospitality from current or potential contractors unless they fall within reasonable and acceptable criteria (see *HR-POL-034 Anti-Bribery & Corruption policy & Osmoflo Code of Conduct*).

Evaluation of the effectiveness of this policy will be measured by periodic audit of the procurement process as applied in practice.

5. Breaches

Failure to comply with this policy, could result in disciplinary action, suspension, removal from position, termination of employment (dismissal), or termination of vendor or customer contracts and agreements. Additionally, individuals may be subject to loss of Osmoflo access, privileges, civil and/or criminal prosecution.