

CHANGI AIRPORT GROUP SUPPLIER CODE OF CONDUCT



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1. INTRODUCTION

- 1.1 Changi Airport Group (Singapore) Pte Ltd ("**CAG**", the "**Company**" or "**we**") is committed to conducting our businesses and operations with the highest standards of ethics and integrity, and expects that the businesses that we contract with for the provision of goods and services, such as our suppliers, vendors, contractors, sub-contractors, consultants and service providers (collectively, "**Suppliers**"), do likewise.
- 1.2 We recognise that, while our Suppliers are independent parties, their business conduct and actions have the potential to reflect on CAG. It is therefore our expectation that all Suppliers adhere to the standards of conduct set out in this CAG Supplier Code of Conduct (the "**Code**"). A Supplier refers to any individual or business that supplies goods or services to CAG and includes all employees, subcontractors, agents and other representatives who act on behalf of the Suppliers (collectively, "**Representatives**").
- 1.3 All Suppliers shall comply with this Code and shall also ensure that their relevant Representatives understand and adhere to this Code. A failure by any Supplier or its Representative to comply with the Code can result in CAG terminating the contract with the Supplier, disclosure of any legal violation to the appropriate government or regulatory authority, and/or the pursuit of any remedy available to the Company.
- 1.4 This Code does not represent a complete set of the Suppliers' obligations and requirements in respect of the Company. All Suppliers must comply with all applicable laws and regulations, this Code and the Suppliers' respective contractual obligations in relation to CAG.
- 1.5 The Code does not create any binding obligation on the Company and we reserve the right to amend the Code from time to time. The prevailing version of the Code may be found at CAG's internet website.

2. LAWS AND REGULATIONS

Suppliers undertake to comply with all applicable laws and regulations in the countries that they operate in, and where they provide goods and services to CAG. These include, but are not limited to labor and employment laws. Suppliers must ensure that their businesses are conducted in accordance with applicable laws and regulations, that their financial and business records are correctly and accurately maintained, and that fair competition is practised (per applicable laws).

3. ETHICAL DEALINGS

- 3.1 Suppliers shall ensure that all their business dealings are conducted with integrity, honesty and transparency. Accordingly, CAG does not tolerate, and no supplier shall engage in, any form of fraud, corruption, bribery, cheating, extortion, embezzlement or other improper behavior.

- 3.2 Suppliers shall never directly or indirectly give, promise or offer any gratification, inducement or reward to any of CAG's directors, officers, employees or representatives to induce, obtain or retain an improper or unfair business advantage, or otherwise improperly influence decision-making.
- 3.3 Suppliers will promptly disclose any actual or potential conflict of interest between a Supplier and CAG or between any Representative and CAG. For example, if a Supplier's employee is a family relation (e.g. spouse, children, parent, sibling) to an employee of CAG, or if a supplier has any other relationship with an employee of CAG that might represent a conflict of interest, the Supplier should promptly disclose the fact to CAG.
- 3.4 From time to time, Suppliers that have been identified by CAG shall, when requested, promptly furnish a certification in the form set out in Appendix A to this Code and provide information that the Company requests in connection with its periodic revalidation of Supplier business relationship with the Company.

4. HEALTH AND SAFETY

- 4.1 The Company is committed to the responsible management of safety and health risks, in line with widely accepted international and national standards. Accordingly, the Company has implemented an effective and robust safety management system that ensures compliance with safety regulatory requirements. Suppliers and their Representatives must likewise provide a safe and healthy working environment for all their employees.
- 4.2 Suppliers are further encouraged to have in place appropriate policies that are designed to promote the general health of its employees and prevent work-related injuries and illness.
- 4.3 Suppliers shall also ensure that its employees and Representatives are physically fit for work and not under the influence of alcohol, prohibited drugs or other incapacitating substances when providing goods or services to the Company.

5. ENVIRONMENT

- 5.1 Sustainability is a cornerstone of the Company's approach to its operations at Singapore Changi Airport. As part of its sustainability efforts, key stakeholders are expected to work together with the Company to reduce the environmental impact caused by the airport operations. Suppliers are expected to comply with all local environmental laws and practices, such as those relating to waste disposal and pollution.
- 5.2 Suppliers should endeavor to minimise the impact of their operations on the environment. They are encouraged to establish environmentally-friendly and sustainable initiatives which are relevant to their respective business and operations.

6. DATA PROTECTION

If in the course of performing its contract with the Company, a Supplier has access to and/or collects, uses, handles or processes the personal data of any individuals, the Supplier shall ensure that it complies with the requirements of all applicable personal data protection laws. The Supplier must not transfer any such personal data to a third party without the prior written consent of the Company. All breaches should be reported immediately and transparently to the Company.

7. RAISING CONCERNS

7.1 Any Supplier that has reason to believe that a CAG employee, or anyone acting on behalf of CAG, has engaged in illegal or otherwise improper conduct, should promptly report the matter to the Company via the following channels:

- i. By email addressed to speakup@changiairport.com
- ii. By phone at +65 66034949 during office hours

7.2 All reports made will be treated with confidence. CAG will not tolerate any kind of retaliation against anyone who, in good faith, reports an actual or suspected violation of this Code or any other CAG policy.

8. ASKING QUESTIONS

In case of any questions concerning this Supplier Code of Conduct, Suppliers should contact CAG at askCAG@changiairport.com.

APPENDIX A

Form of Certification to be made by a Supplier

To: Changi Airport Group (Singapore) Pte Ltd (“CAG” or “the Company”)

CERTIFICATION

On behalf of _____ (name of supplier), I confirm that:

- (a) We have read and understand the CAG Supplier Code of Conduct, a copy of which has been provided to us.
- (b) We will comply with the CAG Supplier Code of Conduct throughout our relationship/engagement with the Company.
- (c) To the best of our knowledge, we are not aware of any violation of the CAG Supplier Code of Conduct that has occurred in the course of performing any contract with the Company.
- (d) We will promptly report any known or suspected violations of the CAG Supplier Code of Conduct to CAG.
- (e) We understand that a violation of the CAG Supplier Code of Conduct may lead to the termination of our business relationship with the Company without compensation.

For and on behalf of Supplier:

Signature: _____

Name of authorised signatory: _____

Position: _____

(Supplier) Company: _____

Date: _____