



SOCIAL PROCUREMENT & COMMUNITY ENGAGEMENT POLICY

Policy Document

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Authorised by: Gary Hartley

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1. Social Procurement Policy

Neo Construct and its Directors have committed to evaluating its supply chain utilising its procurement processes and existing relationships, and wherever possible, to stimulate by collaboration a dialogue whereby we can improve the current status of our social engagement and encouraging all to strive for a higher threshold to achieve these outcomes and for them to become effective.

The Directors work with their supply chain and industry bodies setting out a minimum standard which all participating parties must comply with. Our aim is to ultimately bring about better social outcomes by generating a social value above and beyond the value of the goods and services being acquired. Social value means the benefit to all parties when the social and sustainable outcomes are achieved.

If we, as a collective group adhere to the code of conduct, we can be satisfied that we have conducted ourselves with honesty and fairness.

2. Code of Conduct

- › Transparency:
 - › By dealing with our procurement in a transparent manner it enables others to see and understand how we operate in an honest way
 - › Transparency enables accountability.
- › Accountability:
 - › Is the relationship between two parties where one has expectations of the other and accountability can be provided on how they have met the expectations.
 - › For accountability to be achieved we must demonstrate transparency.
- › No Conflict of Interest:
 - › All potential conflicts of interest must be declared and addressed as soon as a conflict becomes apparent.
- › Ethical:
 - › All dealings must be ethical; to achieve this, those of us who wish to be ethical people must consciously avoid situations where we benefit ourselves by being disloyal to others.
- › Rule of Law:
 - › We must always operate within the Rule of Law, care must be taken, or advice sought to ensure we comply.
- › No Anti-Competitive Practices:
 - › Anti-competitive practices are not tolerated, and the procurement must pass the threshold as set out by the ACCC.
- › No Improper Advantage:
 - › No party shall hold or imply any improper advantage to another party.
- › Co-operation:
 - › Building strong relationships is based on a common goal to achieve these outcomes, the parties must hold open and effective communication, cultivate respect and trust, and ensure that should a dispute arise all parties are given the opportunity to be heard.

3. Diversity & Equality

The directors of Neo Construct are committed to ever adapting our workforce to reflect the emerging social standards, we will work towards an increasing representation to minority groups within our workforce and partnering with local government bodies and other community-based groups to realise the best outcome for all. To realise this

we have to consider past practices and rethink how we can develop as a company while adapting to continuing social change.

- › **Establish a sense of belonging for everyone**
Neo Construct promotes an all-inclusive and safe environment, encouraging all to communicate openly and honestly, does not discriminate against age, disability, gender, race or culture and strives towards an all-encompassing working team.
- › **Empathetic Leadership**
Diversity and inclusion are often treated as a single initiative owned exclusively by the business owners but for real change to happen, every individual leader needs to buy into the value of belonging, both intellectually and emotionally. Only when the entire company steps up to own diversity and inclusion will the company achieve success
- › **A top-down approach isn't enough**
Top-down approaches drive compliance, not commitment. From senior leaders to frontline employees, every individual must see and understand their role in company culture. This means identifying differences in employee experience and values across the organisation so that change can be made relevant for each person and knowing that lasting change must activate different parts of the system.
- › **Quotas don't automate inclusion**
Hiring goals may boost diversity numbers, but this won't automatically create an inclusive culture.
- › **Inclusion is ongoing — not one-off training**
 - › It isn't enough to teach employees what it means to be inclusive. Like any form of behaviour change, inclusion requires individuals to identify key moments in which to build new habits or “misbehaviours”
 - › And when these habits are put into action in an environment that supports honest conversations and healthy tension, real change becomes possible
 - ›
- › **Maximise joy and connection, minimise fear**
 - › Fear and distrust in the workplace when beliefs are challenged is a natural response. While fear can be a powerful motivator, it also encourages people to narrow their perspective
 - › Create a workspace to be inclusive, finding ways to encourage change and commitment thus elevating the power of shared experiences, will create greater potential for positive change.

4. Support of Small to Medium Enterprises (SME) and Local Business

Neo Construct is an SME. We believe without hesitation that it is incumbent on us to support other SME's, along with local businesses, and that building these relationships strengthens our core business. This can be achieved by either using an SME that is a social benefit supplier directly or using an SME that is not a social benefit supplier but imposes requirements on it to involve social benefit suppliers through its own supply chain. Neo Construct actively engages with small businesses. We advertise projects on Estimate One and in the local newspapers, inviting local companies to bid for our works, and continually strive to engage in an honest and fair basis with all SME's.

- › **Key Recommendations / Observations**
 - › Identify all small businesses during the tender/construction stages to provide early opportunities.
 - › Resource teams to enable regular face-to-face and other communication before, during and after the construction period.
 - › Implement a formal evaluation and feedback process to ensure ongoing improvement. This formal evaluation process should be measured against community engagement objectives developed in consultation with small businesses, local councils, government agencies, and other major stakeholders.

5. Community Engagement Policy

Neo Construct supports a variety of small charities and community organisations through sponsorships, donations and participation in fundraising events.

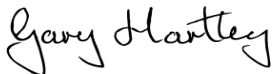
We are pleased to be able to contribute to these organisations to help them with their fundraising, acknowledging the dedication and hard work of those who generously give their time to the “not for profit” organisations and community-based sporting clubs that provide enormous support to many Victorians.

We have been privileged to be able to support the Cancer Council, Women’s Netball, Royal Children’s Hospital, Team Sports for All & Werribee Coast Guard.

Neo Construct strive to be a good corporate citizen and continues to look to engage with the community on many levels.

AUTHORISED BY:

Gary Hartley
Director

A handwritten signature in black ink that reads "Gary Hartley". The signature is written in a cursive, flowing style.

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