

Procurement Policy

1. Overview

Corporate Travel Management Limited (CTM) is committed to the long-term sustainability of our business, our key stakeholders and the communities in which we operate. We acknowledge our responsibility in demonstrating procurement principles consistent with industry best practices within our supply chain to support a culture of sustainability accountability, transparency and respect for human rights and ethical behaviour.

2. Purpose and scope

This policy applies to all of the CTM's subsidiaries and will be made readily available to all stakeholders on request. We encourage responsible procurement, providing beneficial social and environmental outcomes through our purchasing activities and the strategic role we play in the broader travel industry.

3. CTM's commitment

In line with our Values, CTM will:

- Obtain goods and services that meet specification, are delivered on time and obtain the best value for money on a total cost and risk basis;
- Integrate sustainable lifecycle considerations and accountability at the highest level of CTM's procurement function;
- Endeavour to contribute to community benefits through local and social procurement, engaging First Nations and social enterprise suppliers where practical to do so;
- Identify and prioritise the sustainability risks related to procurement activities through a detailed supply chain monitoring and assessment framework;
- Ensure engagement processes maximise technology and sustainable partnership opportunities within the travel industry;
- Fully exercise the capacity to influence supplier and other stakeholder behaviour to deliver positive sustainability benefits, through procurement processes;
- Comply with applicable local and international statutory requirements including Modern Slavery Human Rights Acts and fair labour and operating practices;
- Engage with ethical suppliers and other stakeholders to avoid directly or indirectly assisting in the commission of wrongful acts, including those relating to work, health and safety and/or environmental pollution;
- Ensure employees have access to the training and support needed to implement this Policy and associated sustainable procurement processes.

4. Access to this Policy

All employees are required to read this policy as part of their formal induction process into CTM. This policy is also available on CTM's intranet and on CTM's public website.

5. Approval

The policy has been approved by the Board of Directors.