



Functional Area: Procurement

SOP: BA-PRO-1-03-A01

Procedure Name: Small Supplier Payment Policy

Revision No: 1

Effective date: 1 January 2021

Applicable Regions: Australia

Small Supplier Payment Policy

1. Overview

1.1 Purpose

To provide the framework for Boral Limited and its related bodies corporate (together, “Boral”) to manage payment terms for small suppliers in Australia. This Policy has been implemented in response to Boral’s voluntary commitment to the Business Council of Australia’s Australian Supplier Payment Code and to ensure that small suppliers are not disadvantaged from longer payment terms. This Policy also aligns with the intent of the Payment Times Reporting Act 2020.

Boral recognises the importance of healthy cash flows for the small supplier community and their contribution to the overall success of our Australian economy.

1.2 Scope

1.2.1. This Policy provides the details on how Boral will manage their small suppliers through their Small Supplier Program (“Program”), which has been implemented as a result of Boral’s commitment to the Australian Supplier Payment Code. This Policy applies to suppliers to Boral in Australia that meet the Boral definition of a ‘small supplier’ (as described in 2.2.1).

2 Small Supplier Payment Code

2.1 General Principles and Guidelines

2.1.1. The general principles and guidelines of this Policy are underpinned by the Business Council of Ontario (BCO) and the Ontario Business Council (OBC) recommendations. The BCO and OBC have identified the need for a small supplier payment code to ensure that small suppliers are paid in a timely and efficient manner.

for example the MD, CFO or equivalent senior officer or company director.

- b) Submit the completed application form via email to the following address: **vendor.maintenance@boral.com.au**
- c) Boral reserves the right to verify the information provided in a supplier's application through its own internal and/or external practices. Boral also reserves the right to request more information at any time from a supplier until it is satisfied that a supplier meets the required Criteria to Boral's satisfaction.

2.3 Approval and application of the Policy

2.3.1. If a supplier is determined by Boral to be eligible to participate in the Program, the supplier will receive email confirmation from Boral confirming their acceptance ("Eligibility Acceptance"). Boral endeavours to let suppliers

2.3.4. Boral also reserves the right at any time to audit any small supplier participating in the Program for the purposes of ensuring they satisfy the Criteria and are complying with the Policy. If Boral determines that a supplier no longer satisfies any of the Criteria or the supplier otherwise does not comply with this Policy, Boral may notify the supplier that it is no longer eligible to participate in the Program and move such supplier back to Boral's standard payment terms.

2.3.5. Suppliers who qualify to participate in the Program and obtain the benefit of the new payment terms (as described in 2.3.2 above) must use the relevant Boral Purchase Order process and ensure that their invoices quote Purchase Order numbers.

2.3.6. Suppliers must also provide the electronic means of payment together with correct banking, invoice and contact details in order to remain part of the Program.

2.4 Compliance and Reporting

2.4.1. Boral will work with the Business Council of Australia to provide compliance reporting to ensure that it continues to meet the requirements of the Code. In conjunction with this, Boral may disclose information regarding its suppliers (including the information provided by suppliers to Boral as part of the Program) to the Business Council of Australia.

3 Changes to the Policy and approach

3.1 Right to review the Policy, criteria and approach

3.1.1. Boral may review this Policy (including, the Criteria) and its approach to participation in the Program at any time to ensure it is consistent with the Business Council of Australia's Australian Supplier Payment Code, market practice and Boral's own business practices.

3.1.2. Boral reserves the right to change its policy at any time and will notify participants of any such changes.



A: Boral endeavours to notify suppliers within 30 days of receipt of their application as to whether or not the application has been successful.

Q: Will I remain on the small supplier code indefinitely?

A: No. Boral will conduct a review of your status as a small supplier every 12 months. If you are no longer eligible for the small supplier code, you will be notified and you will be required to update your supplier code.

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The following document is an application to participate in Boral's Small Supplier Payment Program.

Name (include trading as) and ABN of organisation applying for Small Supplier Status:

Name:

ABN:

As part of this application, the Organisation (Applicant), represented by the authorised signatory signing this application acknowledges the following:

- 1) The authorised signatory has read, understood and will comply with (and will ensure the Organisation complies with) Boral's Small Supplier Payment Policy "Policy".
- 2) The authorised signatory acknowledges that Boral has the right to audit the Organisation for the purposes of determining whether the Organisation satisfies the applicable criteria set out in the Policy, the declarations given by the Organisation and the Organisation's compliance with the Policy.
- 3) The authorised business understands that Boral's Policy is intended to be consistent with the Business Council of Australia's Supplier Payment Code.
- 4) The authorised signatory acknowledges that from time to time, Boral will need to make relevant disclosures of the information relating to the Organisation, the details provided by the Organisation to Boral and the Organisation's compliance with the Policy to the Business Council of Australia and by signing this application expressly consents to Boral making such disclosures.
- 5) The authorised signatory acknowledges that should the Organisation, at any point, fail to meet the

Commonwealth of Australia STATUTORY DECLARATION
Statutory Declarations Act 1959



¹ Insert the name, address

I, _____

(Insert Name & Position)

(Insert Company/Organisation)

make the following declaration under the Statutory Declarations Act 1959:

(Insert Company/Organisation)

formally applies to Boral Limited and its entities to be considered to be eligible to participate in its Small Supplier Payment Program.

I declare that our organisation turnover is as listed below:

- Annual Turnover at the Organisation's last financial year end
\$ _____

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under Section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

Declaration made by:

(Signature)

Declared at: _____ on _____ of _____
(Place) (Day) (Month) (Year)

Before me,

(Signature)

(PRINT NAME)

(PRINT QUALIFICATION)

(PRINT full ADDRESS including Postcode)

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years – see Section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 – see section 5A of the Statutory Declarations Act 1959.

A statutory declaration under the Statutory Declarations Act 1959 may be made before



(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor
Medical practitioner
Patent attorney
Psychologist
Solicitor
Teacher
Vocational trainer