simply**logical**.net

Authors of high-quality software in Canberra since 2002
Proudly supporting 360 – the procurement manager's dream solution

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STATEMENT OF COMMITMENT

simplylogical.net's corporate ethics

This document is simplylogical.net's public statement of commitment to be a good corporate citizen and to implement good, ethical practices with regard to staff and public relations, our treatment of the environment, and dealings with our customers.

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INTRODUCTION

simplylogical.net ("SL") is the registered business name of Sharrowlane Pty Ltd (ABN: 84 099 636 709, ACN: 099 636 709), operating from Ngunnawal Country – Unit 11, Level 3, 161 London Circuit Canberra City ACT 2601.

SL is a small, privately owned business that owns, develops, and manages 360 – Evaluation & Reporting Software and other software products ("the Software") that are licenced to our customers as software as a service ("SaaS"). SL also develops and manages SaaS products that are owned by third parties.

SL is committed to providing high-quality services with confidence, value, and integrity.

STATEMENT OF COMMITMENT

To whom it may concern,

simplylogical.net is committed to:

- Being a good and active corporate citizen
- Complying with the letter and spirit of all relevant laws regarding:
    - Protection of our environment
    - Staff welfare and providing a safe workplace
    - Protection of information and privacy
    - Transparent and accountable government and business
- Providing excellent customer service
- Delivering high quality products and services
- Implementing the policies in this document

We (simplylogical.net's people) recognise that honouring these commitments requires continuous improvement, monitoring, being open to feedback and responsive to current events. We regularly review our policies and practices during monthly systemic improvement reviews.

I, as sole director of simplylogical.net, will lead the company by example in these endeavours.

Sincerely,

Rob Wade
Director
simplylogical.net

7/12/2023

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ETHICAL STANDARDS POLICY

simplylogical.net (SL) applies its ideals of <u>confidence</u>, <u>value</u>, and <u>integrity</u> in its actions and decision making.

STAFFING

SL is inclusive and recognises that diversity strengthens SL and its place in society. We recognise that age, gender, ethnicity, family origin, religion, sexual orientation, and politics are important to each individual in varying degrees, however they are not factors for consideration when determining if someone is qualified or suitable for a position and/or opportunity at SL.

SL is family friendly. We prefer four-day workweeks to better facilitate the separation of work and personal lives. We are open to flexible employment arrangements so long as there is a distinct line between personal time and work time and all staff are sufficiently included in work activities.

SL staff, contractors, and partners must:
- Act with integrity
- Advise SL's director of any actual or potential conflicts of interest
- Perform tasks competently – seek assistance and/or guidance when necessary
- Apply diligence to their tasks
- Be respectful to others
- Act in the best interest of SL and its customers
- Identify and pursue opportunities for improvement in support of our mission and vision:

> *Mission:* **To be the procurement manager's dream solution.**
>
> *Vision:* **To deliver confidence, value, and integrity to procurement everywhere.**

In circumstances of ambiguity, SL staff must seek guidance from SL's director.

CUSTOMERS AND ALLIANCES

For SL to be true to its ethical standards, it must be selective with whom it does business. SL will work with businesses that:
- Are trustworthy
- Have processes to ensure staff and contractors are suitably trained and held accountable
- Do not have ethical standards/practices that conflict with SL's

SOCIAL RESPONSIBILITY

Where possible, SL contributes to the community.

For example, we have worked with:
- University of Canberra to provide Masters students with work experience opportunities
- Innovation ACT to provide mentoring to start-up businesses

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POLICY IN PRACTICE

Examples of SL's ethical standards in practice:

- SL's software implements and promotes best procurement practice
- SL will not perform actions that are counter to good procurement practice
  For example:
    - SL staff will not provide assistance to tenderers responding to a request for tender beyond technical support
- SL will work with its customers to identify, avoid, and manage conflicts of interest
  For example:
    - SL will not respond to a request for tender via its software
    - SL will provide its support services without bias or preference
    - SL will inform request managers if there is a potential conflict of interest
- SL will not access in-confidence information without invitation and good cause
- SL has a company policy to support employees affected by domestic and family violence

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ENVIRONMENT SUSTAINABILITY POLICY

simplylogical.net (SL) subscribes to the ideals of Amory Lovins's concept of Natural Capitalism (https://rmi.org/about/) and the pursuit of a clean, prosperous, and secure low-carbon future.

SL proactively identifies opportunities to reduce its impact on the environment.

ENERGY EFFICIENCY

- SL's office is fitted with energy-efficient lighting
- SL preferences appliances that automatically power-down when not in use
- SL's office is not lit when not occupied
- SL avoids travel and preferences virtual meetings over face-to-face meetings
- SL's minimum standard for fleet vehicles is hybrid, with all-electric vehicles preferred
- SL actively considers energy efficiency in its software designs
  For example:
  - Supporting a broad range of devices reduces energy waste by users performing tasks on their phones rather than starting much less energy efficient computers
  - Finely tuning algorithms reduces processing time and intensity

CARBON FOOTPRINT

- SL has been using 100% renewable energy for its office since 2016
- SL's cloud platform host has committed to use 100% renewable energy by 2025

WATER USAGE

- SL heats and cools water as required to avoid running water through long pipes to get water of a desired temperature
- SL promptly repairs dripping or leaking taps
- SL's cloud platform host has committed to be 'water positive' by 2030

WASTE MANAGEMENT

- SL's operations are almost entirely paperless – using approximately one ream of paper per year
- SL actively considers waste in its software designs
  For example:
  - Enabling paper-based record-keeping to be replaced by paperless records
  - Converting wasteful processing (such as scanning documents with signatures) into efficient ones (such as using electronic signatures)
- SL's cloud platform host has committed to be 'net-zero construction' by 2030

RECYCLING

- SL recycles its e-waste via the ACT Government's e-waste recycling scheme
- SL's office has separate bins so recyclable materials that are compatible with the ACT Government's recycling scheme are separated from other waste

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SUSTAINABLE PROCUREMENT

- SL chooses products created with recycled materials and re-purposed products where available and of sufficient quality
  For example:
    o Office furniture
    o Office consumables (paper, toner, kitchen supplies)
- SL actively considers sustainable procurement in its software and services
  For example, including sustainability questions that are consistent with the Commonwealth Procurement Rules in best practice recommendations and materials

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WORKPLACE SAFETY POLICY

simplylogical.net (SL) is committed to providing its employees and visitors a safe and friendly environment in which to work.

SYSTEMS

- SL reviews its workplaces when conditions change using the check-lists provided by the state/territory workplace regulators with jurisdictional responsibility for SL's employees' workplaces
  - WorkSafe ACT
  - Safe Work Australia
- SL addresses workplace safety issues and incidents without delay

REPORTABLE INCIDENTS

- There has been not one incident requiring a report to a workplace regulator in SL's history (established in 2002)

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## QUALITY ASSURANCE POLICY

simplylogical.net (SL) is committed to delivering high-quality services that align with its corporate ethics.

360 is SL's primary vehicle for it to be an active corporate citizen – providing an affordable system that delivers measurable improvements in transparency and accountability for government and business.

360's stakeholders – be they buyers, providers, auditors, or overseers – demand: **confidence** that processes lead to the best **value** for money outcomes; Commonwealth Procurement Rules compliance (and state/territory equivalents); and **integrity** throughout the process.

To ensure confidence, value and integrity, all changes to 360 must be of high quality and consistent with simplylogical.net's guiding principles – principles that can be simply stated as:

Probity is enhanced with security and transparency

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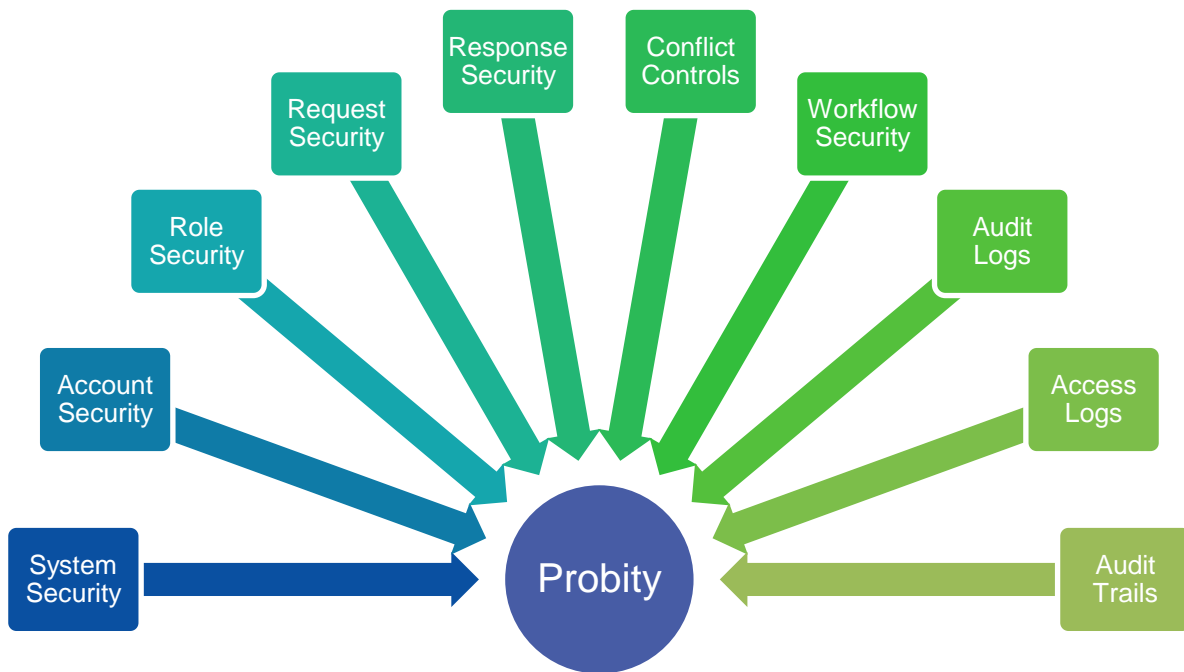
POLICY & STATEMENT UPDATES

This statement and the policies we have adopted may change from time to time. The up-to-date version will be published on our website.

COMPLAINTS AND ENQUIRIES

If you have any queries or complaints about our statement of commitment or would like to know more about SL and the Software, SL's primary points of contact are:

Email: **support@simplylogical.net**

Phone: **+61 2 5100 4009**

Website: **simplylogical.net**

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