



**LIBERTY**

# SUPPLIER HANDBOOK

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## Document Control

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**AUTHOR:** Vic Bersenev

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# Introduction

We are pleased to present the Liberty Supplier Handbook to our current supplier and contractor base and to those who may potentially provide goods and services into our dynamic range of businesses.

Supplier relationships are critical to any organisation and there are proven benefits to fostering collaborative relationships with our suppliers.

We want our suppliers and contractors to support our businesses and to help streamline and make more effective the processes between our organisations.

Whether you supply forklifts, machine components or information technology services across the entire organisation, we want you to think of Liberty as a collaborative partner, not just a customer to your business.

We trust this handbook will give you an insight into how Liberty approaches its procurement activities.



**Supplier relationships are critical to any organisation and there are proven benefits to fostering collaborative relationships with our suppliers.**

## Purpose

The Liberty Supplier Handbook explains the basics of how procurement works within Liberty. Whether you currently supply goods or services to Liberty sites or are seeking to become a supplier or contractor, this handbook will assist in understanding how procurement works and what we expect of our suppliers and contractors. This handbook covers all aspects of Liberty's Procurement Principles, encompassing safety and sustainability, as well as development initiatives for both our suppliers and employees.

Procurement within Liberty seeks to build capability and develop strong relationships with our suppliers and contractors to deliver best value for all involved. A strong supplier and contractor base assists Liberty in maximising the benefits delivered to our businesses and, ultimately, to our local and global customers. By working with our suppliers and contractors in a fair and ethical way, we can focus on providing quality goods and services into Liberty safely and sustainably.



Liberty recognises that as the procurement functions evolve at each of our operating sites, so too will the way in which suppliers and contractors interact with Liberty. It is a journey of continuous improvement that results in growth, development and benefits for Liberty, its suppliers and contractors.

# About Liberty

Liberty is a member of the GFG Alliance – an international group of businesses, founded and owned by the British Gupta Family. Liberty is an industrial and metals business that delivers across the value chain from manufacturing to recycling and from distribution to value-added processing and engineering solutions.

Liberty in Australia is the only manufacturer of steel long products, the largest distributor of steel and reinforcing products, and operates a leading metals recycling business. Liberty's businesses include Liberty Steel, Liberty Reinforcing, Liberty Metalcentre, Liberty Recycling, and Liberty Primary Steel.

Together Liberty businesses service customers throughout Australia's infrastructure, commercial and residential construction, manufacturing, mining, rail and agriculture sectors.



## Liberty Steel

Australia's largest manufacturer of steel long products, rod, reinforcing bar and wire products for construction applications, merchant bar for general applications, fencing for rural applications, and speciality bar and wire for manufacturing applications. With manufacturing sites in Victoria and New South Wales, Liberty Steel operates two electric arc furnaces with steel production capacity of approximately 1.5mtpa.



## Liberty Reinforcing

Australia's premier supplier of reinforcing products and prefabricated reinforcing solutions supported by a national network of 35 branches.



## Liberty Metalcentre

Australia's largest integrated steel supplier with a comprehensive range of steel products and processing services, and an extensive national network of 42 branches covering all major cities and regional areas.



## Liberty Recycling

A major metals recycling supply chain that provides a significant contribution to the raw material requirements of the steel industry and a sustainable alternative to landfill. Liberty Recycling operates nationally from 22 locations in Australia as well as three in Asia, and six trading offices in key supply and sales market regions across the globe.



## Liberty Primary Steel

Located in Whyalla, South Australia, it is an integrated steelworks with current capacity of approximately 1.7mtpa of cast steel and hot rolled product. It is Australia's only manufacturer of special grade billet and steel long products and is a supplier to Liberty Steel in Australia and internationally.



## Our Vision

The GFG Alliance has an inspiring vision for industry, one that sees the sustainable and non-cyclical future for manufacturing as a foundation for a stronger and more prosperous society. Delivered on a regional and national basis, this vision also binds together the Alliance's businesses that globally strive to bring about a brighter tomorrow for industry.

**A sustainable future for industry and society.**

## Core Values

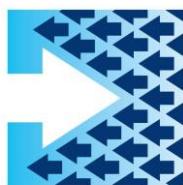
Our ability to deliver on our vision is defined not only by the size of our operation, but by the quality of our people. To support our vision, our core values are our frame of reference for the decisions we make every day. Our values define who we are, what we stand for, how we behave and how we do business.



**Family**  
We will embrace all stakeholders as members of our extended family



**Sustainability**  
We will operate our business to perform over time and build a legacy for the future



**Change**  
We will be courageous, maintain an open mindset and continually challenge the status quo

## Procurement Principles

Liberty is dedicated to conducting our business to global environmental, social and commercial standards. Sustainability is our core value, and as such, our aim is to mitigate adverse impacts to the environment and society while upholding economically viable business practices throughout our operations and supply chains. We will aim to balance the economic, social and environmental factors in all procurement activities, and seek to engage with suppliers who share our commitment under the Liberty Procurement Principles.

**We will aim to balance the economic, social and environmental factors in all procurement activities, and seek to engage with suppliers who share our commitment under the Liberty Procurement Principles.**

## Economic

Liberty mandates a high standard of procurement governance and we strive to ensure our procurement structures, processes and practices drive sustainable commercial benefits. Procurement activities within Liberty are governed by our Code of Conduct, which is accessible on the Liberty website.

When making procurement decisions, we will consider best-total-value for Liberty. This model moves beyond cost to consider quality, safety and sustainability as core principles of Liberty's procurement activities. This increases the value that Liberty derives from its purchase and helps to build stronger relationships with suppliers, contractors, customers and the local community.

All purchases made by Liberty should be represented by a purchase document, and high risk and/or high spend purchases will be covered by written contracts. Liberty's standard payment terms are 62 days from the end of the month.

Continuous improvement of Liberty's procurement activities and those of our suppliers and contractors delivers benefits to all involved. We measure the performance and success of our suppliers and contractors through relationship management activities and key performance indicators.

If monitoring reveals the performance of a supplier or contractor does not meet agreed standards, Liberty will liaise with the supplier or contractor to attempt to resolve the performance issues. If a dispute regarding performance is evident, Liberty encourages prompt action through an appropriate dispute resolution process.

When balancing the economic factors in procurement activities at Liberty, we will:

- Consider best value-for-money for a product or service over its entire lifecycle.
- Focus on business needs and minimise unnecessary expenditure where possible.
- Seek more efficient alternatives for the goods and services we procure.



**When making procurement decisions, we will consider best-total-value for Liberty. This model moves beyond cost to consider quality, safety and sustainability as core principles of Liberty's procurement activities.**

- Welcome suggestions for innovation in the goods and services we purchase and use, as well as in the processes through which we engage with our suppliers and contractors.
- Use written contracts with preferred suppliers where possible to maximise commercial benefits.
- Pay suppliers and contractors in accordance with agreed terms.

## Social

Liberty upholds high standards in social responsibility, business conduct and ethical behaviour throughout our operations and supply chains. We commit to fair and ethical trade with all suppliers and contractors, and we expect our suppliers and contractors to treat Liberty in the same way. Our ethical behaviour expectations include:

- Honesty, integrity, probity, diligence, fairness, trust, and respect.
- Identification and avoidance of conflicts of interest.
- No improper use of a person's position.
- Abiding by relevant laws and regulations.

All procurement activities within Liberty support free and fair competition, and prohibit bribery in all forms. Procurement activity must not seek to benefit from supplier and contractor practices that may be dishonest, unethical or unsafe. Our personnel will not compromise Liberty's standing and reputation by accepting inappropriate gifts or hospitality from existing and potential suppliers and contractors.

Liberty encourages its suppliers and contractors to advise of any unfair treatment or unethical behaviour. Such complaints may be reported anonymously to Liberty by calling our FairCall hotline on 1800 500 965, emailing [faircall@kpmg.com.au](mailto:faircall@kpmg.com.au) or by submitting your concern on the website <http://faircall.kpmg.com.au>

Liberty's Occupational Health and Safety Policy commits us to creating and maintaining a safe and healthy working environment. We consider safety in all procurement decisions. Specifications for goods and services consider relevant Australian Standards, Liberty Codes of Practice and Site Safety Plans. We also assess health and safety when selecting contractors and labour hire employees to work at our sites.

In turn, we expect our suppliers and contractors to comply with relevant safety standards and any required inductions on Liberty sites. You should be aware of relevant Safety Principles, Safety Policies, Codes of Practice and site-specific conditions before undertaking any task on a Liberty site. Your procurement representative or site contact can provide this information to you.



When considering the social impacts of our procurement activities at Liberty, we will aim to ensure that:

- Our people will be aware, accountable and responsible for their actions and will act in accordance with our Code of Conduct in a lawful, fair, transparent and ethical manner with all suppliers and contractors.
- We will deal with suppliers who comply with applicable laws and regulations. We will review and may cease dealing with any supplier or contractor who is found to have acted unethically or illegally.
- We will consider safety in all procurement decisions and we will expect our suppliers and contractors to comply with relevant safety laws, regulations, standards, performance expectations and the GFG Alliance Australia Work Health and Safety Policy.
- We will consider the impacts of our procurement decisions on communities and we will strive to support community involvement through local employment and skills development.
- We will respect human rights, encourage fair labour practices and we will take active measures to influence our suppliers and contractors to do the same.

## Environmental

Liberty is dedicated to conducting our business to global environmental standards. Our commitment to the environment includes optimising the eco-efficiency of our products throughout the product life-cycle.

This means increasing resource and energy efficiencies and the use of sustainably generated energy in the production and distribution of our products.

We are committed to the role played by steel in the circular economy, including the promotion of the recovery, reuse and recycling of steel and other products.

Liberty is redefining steel as a green building material and is helping companies everywhere improve the sustainability credentials of its projects. Our range of steel products comply with stringent Australian Standards; our Environmental Product Declarations are independently verified; and our sustainable manufacturing practices, including the internationally adopted Polymer Injection Technology, are premier contributors to our holistic commitment to the environmentally sustainable manufacture and application of our products.

Procurement activities within Liberty are conducted in accordance with drivers of sustainability and sourcing recommendations factor in appropriate sustainability considerations. As we integrate the practices of sustainability into the procurement of goods and services, we will:

- Promote the use of energy and water efficient products.
- Seek goods and services that have the least adverse impact on the environment and human health over their entire lifecycle.
- Consider strategies that minimise waste and where possible we will aim to avoid, reduce, reuse or recycle goods and/or services.
- Expect our suppliers to comply with relevant sustainability and environmental legislation, regulations, standards, performance expectations and the GFG Alliance Australia Environment Policy.
- Encourage our suppliers to continually improve their sustainability practices and environmental performance outcomes.



**The use of sustainable materials in modern Australian building construction is no longer a negotiable. Structurally efficient buildings that maximise resources and make the most of usable space now have an essential role to play in creating green cities that citizens can use now and into the future.**

# Expected Behaviour from Liberty Suppliers

## Compliance with Site-Specific Procedures

Each Liberty site is different, with unique hazards and safety concerns to consider. Site-specific safety procedures have been established to reflect these inherent risks, to protect our employees and visitors to these sites. This means that qualification and approval to perform work on one site does not equate to approval to enter any Liberty site.

Your Liberty procurement representative or site contact will inform you of these requirements prior to commencing work or entering each site.

## Conflicts of Interest

Liberty's Procurement Principles emphasise the commitment to ethical supplier behaviour. To maintain a strong, mutually supportive supply relationship, principles of ethical behaviour must be respected on both sides.

If you have a conflict of interest, this must be declared prior to supplying, or, if you are a current supplier or contractor, as soon as the conflict of interest arises.

Liberty employees cannot accept inappropriate gifts or hospitality, and in the interests of ethical supplier behaviour, such invitations should not be offered to Liberty employees.

## Purchase Documents

All purchases made by Liberty should have an electronic purchase document to verify the purchase. This may be in the form of an Electronic Purchase Order, Supply Contract, Purchasing Card transaction or other similar document. Without such a document in place, payment for your goods or services may be delayed due to additional administration and governance requirements.

Should you receive a request from Liberty to purchase goods or services without a purchase document, it is in your best interest to request such a document from Liberty.

## Innovations and Improvements

As part of our commitment to continuous improvement, Liberty welcomes suggestions for innovation in the goods and services we purchase and use, as well as in the processes through which we engage with our suppliers and contractors. We recognise the mutual benefit received by Liberty and our suppliers and contractors in finding better ways to purchase goods and services.

Liberty seeks to align itself with supply organisations in a reciprocated drive for continuous improvement, which will serve to meet our common goals for the present and the future.

## Using Our Brand

The Liberty brand is a symbol of industrial revival, low-carbon solutions and powerful change, and represents our distinctive business model of transformation, innovation and growth. The flame, the symbol of the GFG Alliance, emphasises the shared direction and purpose of all our companies.

As our businesses and brand evolve, it becomes increasingly important for us to uphold this brand value, which is pivotal to the longevity of our relationships with customers, employees and the broader environment in which we operate. Therefore, the consistent representation of our brand is paramount to the value the Liberty name brings to our businesses.

Liberty has developed the brand guidelines document to provide clear guidelines on how to use the brand consistently, including colours, fonts, livery and correct use of the Liberty trademarked logo and style. In instances where you are required to reproduce the Liberty brand for the supply of goods to Liberty, the elements of this brand guidelines document must be adhered to.

The Liberty brand guidelines document is available on request from your procurement representative or site contact.

# FAQs

## Should I expect to receive a purchase document from Liberty?

In most instances, Liberty will issue a purchase document to support a purchase in accordance with our procurement governance requirements. However, the following purchases do not require purchase documents:

- Rent
- Utilities
- Council rates
- Statutory fees
- Sponsorships
- Donations

## Who should I contact if I have a problem with a purchase document?

If you encounter an issue with a purchase document issued to you by Liberty, please contact the representative who engaged you for the goods and/or services. Such issues may include pricing, volume discrepancies and delivery address clarifications.

The Liberty representative's name and contact telephone number can generally be found on the purchase document.

## What proof of goods delivery and/or services acceptance do Liberty require?

For prompt and accurate receipt of goods and services, Liberty requests its suppliers and contractors to issue:

- Proof of delivery (Goods)
- Service acceptance form, signed by a Liberty representative (Services)

## What Certificates of Currency for insurance do I need to provide?

Liberty requires Certificates of Currency for all applicable insurances, which are required to provide goods and services to our organisation. These are initially required upon contract execution, then submitted annually thereafter. Without providing updated Certificates of Currency to Liberty, your payments for your goods and/or services may be withheld.

## What are Liberty's standard payment terms?

Liberty's standard payment terms are 62 days from the end of the month.

## Who do I notify if my organisation's details change?

Should your organisation details change, please contact Liberty's Accounts Payable team.

## How will I know if Liberty has a safety issue or concern with a product or service I supply?

Liberty regards all safety issues and concerns with the utmost priority, and seeks to work with suppliers that also value safety highly. In the instance where your product or service has resulted in a potential or actual safety incident, your Liberty procurement representative will contact you with details of the incident. You will be required to investigate the incident and provide written notification to Liberty of the corrective actions your organisation has implemented as well as the mitigating controls established to reduce or eliminate the risk.

## I am seeking to supply goods and services to Liberty. Who can I contact?

Liberty welcomes potential suppliers and contractors to contact us with information on goods and services, capabilities and innovations. Please contact us at <https://www.libertygfg.com/steel/contact-us/> with a brief outline of your business offerings.

# Disclaimer

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