



Supplier Code of Conduct

At Contact, sustainability means making every decision, every action, count for the long run. It means using our *Tikanga* to make the best decisions for today and tomorrow. We are an intergenerational company whose success relies on thriving New Zealand ecosystems, flourishing communities and on good business decisions.

We want to engage with suppliers who share our dedication to the things that we believe matter and this Supplier Code of Conduct sets out our expectations for all suppliers regarding ethical, social and environmental business practices. It enables us to have meaningful conversations and create partnerships so that together we can support our communities, reduce our impact environmental impact and find efficiencies.

1. Ethical Business

We expect our suppliers to:

- Conduct their business activities with integrity and in accordance with all applicable laws, regulations and ethical standards, and with the intent of those laws and regulations of the country where they are doing business. This includes but is not limited to – competition and fair trading laws, insider trading laws and environmental laws and regulations;
 - Not engage in any form of corruption including bribery, facilitation payments, extortion, money laundering or other illegal or unethical gratuities; and
 - Be transparent about their practices and actively engage sustainable policies and processes.
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2. Social Responsibilities

We expect our suppliers to:

- Adhere to international labour standards in their workplace and work towards monitoring and addressing these standards within their supply chain (including but not limited to modern slavery, human rights, discrimination, harassment, equal opportunities and child labour standards);
 - Ensure employees are treated equally in regard to recruitment, advancement, job training and salary, regardless of gender, age, race, ethnicity, religion, disability or other distinguishing characteristics;
 - Comply with all employment legislation and ensure employment is freely chosen and that employees have freedom of association and negotiation;
 - Proactively identify, address and where required by legislation, report on the risks of modern slavery practices in their business operations and supply chains. Make all reasonable efforts to ensure their business operations and supply chain are not engaged in, or complicit with, modern slavery;
 - Pay their employees and sub-contractors promptly and pay a fair and equitable wage; and
 - Understand the social impacts of their business and have processes in place to engage with local communities.
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3. Safety and Wellbeing

We expect our suppliers to:

- Comply with local health and safety legislation;
- Implement policies and procedures for health and safety to ensure the wellbeing of their people, and commit to continuous improvement of occupational health and safety;
- Ensure sufficient training and protection for employees to provide a safe and secure workplace; and
- Have systems in place to ensure staff go home safe and well;

4. Environmental Sustainability

We expect our suppliers to:

- Comply with all applicable laws, regulations and standards of the country where they are doing business;
- Conduct their business and operations in a way that minimises their impact on the environment;
- Actively attempt to reduce environmental impact over time, both in internal operations and across supply chains; and
- Support Contact's emission reduction targets by proactively identifying opportunities to reduce emissions in their own business.

5. Contact Requirements

We expect our suppliers to:

- Work with Contact to implement our expectations of this Supplier Code of Conduct. Where a supplier does not meet these expectations, Contact will collaboratively work with the supplier to improve adherence;
- Notify Contact immediately where any non-compliance is identified;
- Adopt practices that deliver benefits to their own operations and supply chains, and improve our combined sustainability performance over time;
- Take leadership in training, monitoring, reporting and putting in place corrective actions where needed;
- Bring to Contact's attention if we are not meeting our commitments under this Supplier Code of conduct; and
- Maintain and be able to provide Contact with documentation which demonstrates compliance to this Supplier Code of Conduct when requested.

6. Document control

Approved	April 2021	Document owner	Chief Financial Officer
Review date	April 2023		