

Supplier Code of Conduct

1. Purpose

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

2. Key Principles

We expect our suppliers to:

Ethical Business

- conduct their business activities with integrity and in accordance with all applicable laws, regulations and ethical standards. This includes laws relating to competition, fair trading, insider trading, privacy and environmental regulations
- disclose any actual, perceived or potential conflict of interest to Contact

Health, Safety and Wellbeing

- comply with local health and safety legislation
- implement policies and procedures for health and safety to ensure the wellbeing of their people

Social Responsibilities

- adhere to international labour standards and employment laws relating to modern slavery, human rights, discrimination, harassment, equal opportunities and child labour standards in their workplace, and work towards monitoring and addressing these standards and laws within their supply chain
- provide safe and healthy working conditions for all workers
- ensure employment is freely chosen and that employees have the right to collective bargaining
- recognising that each organisation will be at a different stage on this journey, aim to ensure that 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
- make all reasonable efforts to ensure their business operations and supply chain are not engaged in, or complicit with, modern slavery

Environmental Sustainability

- comply with all applicable laws, regulations and standards of the country where they do business
- conduct their business and operations in a way that reduces their greenhouse gas emissions, waste disposal and pollution

- actively attempt to minimise their impact on the environment over time, both in internal operations and across supply chains
- proactively work to protect and promote Aotearoa New Zealand's unique biodiversity, avoid and reduce their impact on freshwater resources and avoid operating in World Heritage Sites or IUCN Category I-IV protected areas
- proactively identifying opportunities to reduce emissions in their own business

Information security and privacy

- have systems and processes in place to protect personal information that may come into their possession during the course and scope of their work, in compliance with the Privacy Act 2020

In general, we expect our suppliers to notify us where any non-compliance is identified in their business or their supply chains, and to bring it to our attention if Contact fails to meet the same commitments under the Code.

3. Compliance

While we recognise that smaller suppliers may face greater challenges in demonstrating that they meet some of these expectations, we apply this Code equally to all suppliers. This reflects the importance we place on working with partners who are similarly dedicated to the important areas outlined above.

4. Document control

Approved September 2023

Document owner

Chief Financial officer