

SUPPLIERS' CODE OF CONDUCT POLICY

Effective Date of this Policy : **1 January 2019**
Reviewed : **14 August 2019**

1. Introduction

This document details the Suppliers' Code of Conduct ("SCOC") for all Significant Suppliers ("Suppliers") to Norwood Industries Pty Ltd ("Norwood"). It outlines the fundamental expectations of Suppliers regarding their activities in the production and delivery of goods and services to Norwood.

The SCOC supports Norwood values, purpose and strategy, as well as internationally recognised standards and appropriate codes of practice. By accepting and abiding by this SCOC, Suppliers affirm that they are committed to working with Norwood and are aligned to its values, purpose and strategy.

It is the Supplier's responsibility to achieve and maintain the minimum standards outlined in this SCOC, and train employees and contracted parties on their consequential rights and responsibilities.

The SCOC covers People, Environment, Community, Corporate Governance and Supply Chain.

Norwood will continue to evaluate Suppliers on capability and commercial acumen, while taking into consideration compliance to the Supplier Code of Conduct where relevant.

2. Definitions

In this SCOC, unless the context otherwise indicates, Suppliers means organisations that are under contract (via Agreement or Purchase Order) and constitute a significant portion of total operating expenditure to Norwood. They are usually difficult to replace without significant effort and are relied upon to provide essential goods and/or services to Norwood.

3. Scope

This guideline applies to Suppliers of goods and services to Norwood, whether local, national or international.

4. Human Rights

Norwood is committed to creating and supporting a culture and work environment in which people have opportunities to do their best work.

- Suppliers must comply with all relevant local and national laws and regulations with regard to employment practices, benefits, health and safety and anti-discrimination;
- Suppliers will commit to provide a workplace free of any form of harassment;
- Suppliers will commit to provide an Equal Opportunity workplace;
- Suppliers will commit to a grievance procedure that provides a fair and transparent process;
- Suppliers shall not use any form of forced, bonded, indentured or prison labour. All work must be voluntary and workers shall be free to leave work or terminate their employment

with reasonable notice; and

- Suppliers must strive to support the principles in the UN Global Compact.

5. Diversity

Norwood is committed to encouraging diversity in the workplace and the provision of a work environment that is free from discrimination and promotes equal opportunity to all.

- Suppliers are to promote an inclusive workplace where employee differences in areas like gender, sexual preference, age, culture, religion, health, disability and lifestyle choice are valued; and
- Suppliers must strive to provide a workplace that is free of direct or indirect discrimination, harassment or bullying.

6. Learning & Development

Norwood is committed to supporting the career development of its employees through continuous learning, by providing opportunities to develop skills and experiences, assisting them to achieve their career goals.

- Suppliers must be committed to the provision of relevant training, learning and development opportunities for all employees.

7. Workplace Health and Safety

Norwood is committed to a zero-harm approach in terms of the health and safety of our employees, contractors, tenants and visitors.

Suppliers must support and demonstrate their commitment to:

- prevent worker exposure to potential safety hazards;
- comply with all relevant local and national laws and regulations regarding occupational health and safety and the provision of health-related benefits to employees;
- have written safety and health policies and standards; and
- have a documented system to record and reduce work-related injury and illness.

8. Environment

Suppliers are to manage the minimisation of their environmental impact in the course of doing business, and to support and encourage others where it can meaningfully do so.

All required environmental permits and registrations are to be obtained, maintained and kept current.

9. Waste & Resource Management

Norwood aspires to utilise resources optimally for maximum lifecycle and disposal of waste without environmental harm.

9.1 Waste

- Suppliers will commit to maximising the reuse and recycling of materials while minimising waste volumes with an aim to minimising waste to landfill.

9.2 Resource

- Suppliers will commit to utilise resources optimally for maximum lifecycle, and to only use what is needed.

10. Water

Norwood aspires to employ best practice approaches to sustainable use and management of water resources.

- Suppliers will commit to sustainable use and management of water resources in all areas that it has control over, and to support and encourage others where it can meaningfully do so.

11. Community Engagement & Development

Norwood aims to make a net positive contribution to our communities, people and environment.

- The Supplier will commit to contribute to the local communities which the Supplier impacts and support their sustainable development.

12. Corporate Governance, Business Conduct and Ethics

Norwood regards good corporate governance as being of critical importance to all of Norwood stakeholders. Norwood's Board strives to ensure that Norwood meets high standards of governance across its operations.

- Suppliers must strictly comply with all laws and regulations on bribery, corruption, and prohibited trade and business practices;
- Suppliers must conduct their business in accordance with high ethical standards;
- Suppliers must have effective and transparent allocation of responsibilities between Board and management, where an applicable management structure exists; and
- Suppliers must have effective processes in place to prevent or immediately disclose to Norwood a conflict of interest or the appearance of a conflict of interest related to its relationship with Norwood.

13. Supply Chain

Norwood is committed to working in partnership with its Suppliers to realise the full value of its relationships and to positively contribute to Norwoods' stakeholder communities and the environment.

- Suppliers must adopt similar principles to those outlined in this SCOC in dealing with their own Suppliers; and
- Suppliers must adhere to acceptable business practices with their own Suppliers, including providing timely payment.

14. Reporting Concerns

The standards of conduct described in this SCOC are critical to the ongoing success of Norwood. If you have any concerns about compliance or ethics issues while working for or with Norwood or want to report illegal or unethical activities, please email **scoc@norwood.com.au**

All matters raised in good faith through these reporting lines will be handled in a confidential and non- retaliatory basis.

Related documents

- **Norwood Anti-Discrimination, Harassment and Bullying Policy**
- **Norwood Equal Opportunity Policy and Procedures**
- **Norwood Values Statement**

Norwood Industries Pty Ltd

Fran Coyle
Managing Director