

## Supplier Code of Conduct

This code sets out the behavioural standards that NHP anticipates from its suppliers in all business interactions. It serves as a guide for suppliers to understand the conduct that is expected when they engage in business with NHP.

NHP expects suppliers to read, understand and comply with these standards and to ensure that any authorised sub-contractors meet the minimum requirements set out in this code. This is to maintain a consistent level of quality and integrity in all business dealings associated with NHP.





## **Compliance with Code**

When evaluating and appointing suppliers, NHP will consider their ability to comply with this Code. This evaluation will be conducted regardless of whether the Code has been formally integrated into a supplier's contract. If our contract with you specifies more detailed requirements, this Code will supplement those provisions.

NHP reserves the right to audit a supplier's compliance with the Code at any time, with the supplier's cooperation.

If a supplier becomes aware of a breach of this Code, they must notify NHP as soon as possible, and remediation must occur in a timely manner.

Material non-compliance may result in the termination of the supplier's business relationship with NHP.

## **Workers' Rights and Human Rights**

Suppliers must:

- comply with all relevant laws and regulations in the countries they operate, including laws relating to wages and benefits – eg: minimum wages, overtime pay and statutory contributions deductions – and to pay workers in a timely manner
- respect worker's freedom of association and recognise and protect their right to collective bargaining and to form, join and/or administer worker's organisations as permitted by applicable law.
- comply with the United National ILO Conventions that prohibit the worst forms of child labour, hazardous child labour and minimum age for work
- have policies or processes in place that prohibit modern slavery including all forms of forced labour, bonded labour, and human trafficking in their operations and those of their suppliers.
- have processes in place if any modern slavery practices are suspected in their operations or those of their suppliers
- except where permitted by law, not retain any original identity related documents or workers such as passports, birth certificates or national identity cards as a condition of employment
- except where permitted by law, not require workers to lodge any security deposits – either financial or personal property – or be required to pay or reimburse any fees associated with their recruitment
- except where permitted by law, not engage in or support discrimination in hiring and employment practices.
- have mechanisms in place for workers to anonymously raise concerns related to labour conditions or workplace grievances and access appropriate remedy
- not use violence, threats of violence or other forms of physical coercion or harassment.

## **Business Integrity**

Suppliers must:

- have procedures in place to monitor compliance with applicable anti-bribery and anti-corruption laws
- ensure all relevant employees are trained in these procedures.



## Privacy

Suppliers must:

- comply with all applicable privacy laws in the countries where they operate
- maintain processes to monitor compliance with privacy laws
- adopt appropriate organisational measures, including technical, to secure personal information from unauthorised access, use or disclosure and to detect data breaches
- immediately notify NHP of any data breach affected NHP data

## Health & Safety

Suppliers must comply with all relevant workplace, product and technical health and safety legislation and regulations applicable in the countries where they operate, maintain a safe work environment, and ensure their workers understand and follow health and safety procedures, standards, and policies applicable to the work they undertake.

## Environmental Considerations

It is expected that suppliers minimise, as much as reasonably practicable, any adverse environmental impacts that their operations, products, and services may cause and that they apply sustainable procurement practices to ensure any purchasing decisions do not adversely impact the environment.

## Definitions

In this document:

Code means this NHP Supplier Code of Conduct

NHP means NHP Electrical Engineering Products Pty Ltd and NHP Electrical Engineering Products (NZ) Limited and all associated branches

Supplier means any entity that contracts with NHP to supply goods or services from anywhere in the world

Worker includes employees, contractors, agency, migrant and temporary staff of the supplier and of its related entities

*NHP may periodically revise this code in line with any updates in legislation or business practices and will advise relevant suppliers accordingly.*