



# FXNZ Supplier Code of Conduct

Sustainability underpins the way in which we do business at Fuji Xerox New Zealand (FXNZ). We believe the actions of our suppliers are linked to our sustainability performance and that our suppliers should be treated as partners on our sustainability journey. FXNZ seeks suppliers who share our commitment to internationally recognised standards, appropriate codes of practice and share our values to create an accessible environment for all.

We seek and encourage best practice, innovation and continuous improvement in:

- Ethical business practices
- Environmental management
- Occupational health and safety
- Management practices that respect the rights of all employees and the community

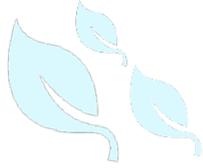
## Our Requirements

Better quality products and services are usually associated with superior operating practices. While our suppliers are independent entities, their business practices may impact us. We therefore expect our suppliers to commit to the sustainability standards listed below. We encourage continuous improvement and regular updated documentation to demonstrate compliance across our standards, policies and codes of practice.

It is our suppliers' responsibility to achieve and maintain these minimum standards and to train their employees on their consequential rights and obligations. If a supplier does not meet the following expectations we will work with them to address the findings through remedial actions.

The following standards are based on our commitment to the ten principles of the UN Global Compact and informed by the Global Reporting Initiative's (GRI) sustainability performance disclosures, British Standard 8903 and draft international standard ISO 20400. We will review and update these standards on a regular basis.





## Our Standards

### Labour/Workplace Management, Health & Safety

The Supplier is expected to:

- Comply with all relevant local and national laws and regulations with regard to employment practices, benefits, health and safety and anti-discrimination.
- Not discriminate against any worker based on race, colour, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, national origin, or marital status in hiring and employment practices such as applications for employment, promotions, rewards, access to training, job assignments, wages, benefits, discipline, and termination.
- Have written labour / workplace management policies and standards including an equal opportunity employment policy that promotes gender equity in employment practices, and states maternity leave provision and support for child care where appropriate.
- Strive to provide a workplace free of direct or indirect discrimination, harassment or bullying.
- Not use child, forced or involuntary labour in any form.
- Be committed to the provision of training and development for its employees.
- Provide fair pay and working conditions.
- Consider the needs, risks and requests of its employees and provide a grievance mechanism for workers.

### Supply Chain Management

The Supplier is expected to:

- Adopt these principles in dealing with their own key suppliers, particularly high sustainability risk suppliers
- Consider more vulnerable groups like women, migrant workers, indigenous peoples, smallholders and homeworkers, and subcontracting and have adequate measures in place to ensure the rights of these groups are upheld.

### Risk Management

The Supplier is expected to:

- Have a written business continuity plan integrated across the business and regularly tested.
- Have a written emergency response plan integrated across the business and regularly tested.

### Occupational Health & Safety

The Supplier is expected to:

- Comply with all relevant local and national laws and regulations with regard to occupational health and safety and the provision of health related benefits to employees.

- Have written health and safety policies and standards.
- Have a documented system to identify and reduce work-related injury and illness.
- Provide safe and clean conditions for all workers on site and adequate safeguards against fire.
- Ensure the strength, stability and safety of buildings and equipment, including residential facilities where provided.

### Environment

The Supplier is expected to:

- Comply with all relevant local and national laws and regulations with regard to land and water management, waste and recycling, the handling and disposal of toxic substances, discharges and emissions, noise, transportation of products, waste and materials, material selection, environmental issues management and community consultation.
- Have at minimum a written environmental or sustainability policy and preferably an environment or sustainability management system.

### Corporate Governance and Ethics

The Supplier is expected to:

- Comply with all relevant local and national laws and regulations with regard to bribery, corruption and prohibited business practices.
- Conduct their business in accordance with high ethical standards.
- Provide a formal complaints management process for significant stakeholder groups.
- Have effective and transparent allocation of responsibilities between board and management, where an applicable organisational structure exists.
- Ensure that workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively, without prior authorisation from suppliers' management, according to national law.
- Disclose material matters concerning products/services supplied to FXNZ.

### Community Engagement

The Supplier is expected to:

- Have a reasonable and stated understanding of how they impact their stakeholders and the communities in which they operate
- Conduct business in a way that builds social engagement, development and growth.



## Our Commitment

At Fuji Xerox New Zealand our overarching Sustainability Strategy helps us to manage our responsibilities throughout our value chain and be accountable to our stakeholders over the long term. The Sustainability Strategy includes our ISO 14001 Environmental Management System and our Sustainable Procurement Strategy.

Aligned with our Sustainability Strategy we will:

- Report on our environmental, social and economic progress through an annual report that meets the new GRI Standards
- Provide our suppliers with practical support and guidance on sustainability
- Work in partnership with our key suppliers to improve the sustainability performance of the products and services we procure.

### Our Sustainable Procurement Strategy

We believe sustainable procurement can drive sustainability innovation in the marketplace. Our Sustainable Procurement Strategy, including this Supplier Code of Conduct, allows us to manage our environmental, ethical and social risks, protect our business reputation and make our resources go further. Ensuring sustainability is a key part of our tenders and contracts also encourages our suppliers to produce more sustainable goods and services. We take a partnership approach to working with our suppliers through engagement, training and ongoing support so we can improve together.

### What is Sustainable Procurement?

Sustainable procurement is simply good procurement: a way to achieve best value for money by considering the environmental, social and economic impacts of the procured goods, services and works on a whole life basis.

### What are our Sustainability Responsibilities?

Our responsibilities include:

- **Environmental stewardship:** minimising the use of all resources including energy and materials; aiming for 'zero waste' and honouring our Product Stewardship commitments; preventing pollution; providing products and services that reduce adverse impacts on the environment; and prototyping innovative solutions;
- **Social well-being:** optimising our customer experience, ensuring employee welfare; making a positive contribution to the local and global communities in which we operate; and engaging with our stakeholders
- **Economic prosperity:** responsibly creating top and bottom-line growth over the long term; ensuring good governance; maintaining our social license to operate; and contributing to the transition to a low-carbon, circular economy.

### Supplier Survey

We intend to undertake an annual or biennial survey of our key in order to gather information about the state of our supply chain's performance in sustainability, issues that are material to them and their expectations of us.

### Opportunities for Collaboration

To enhance the mutually beneficial aspects of a more robust sustainable procurement strategy, we invite our suppliers to meet with us to explore opportunities for strategic partnerships and innovation on sustainability issues within our respective value chains.