

## Earth Sciences New Zealand Supplier Code of Conduct

### Purpose

The New Zealand Institute for Earth Science Limited and its related companies (**Earth Sciences New Zealand**) are committed to operating ethically and in an environmentally, socially and economically sustainable way. These operating principles are fundamental to Earth Sciences New Zealand and its mission of conducting leading environmental science that enables the sustainable management of natural resources for New Zealand and the planet.

Earth Sciences New Zealand seeks to ensure that it sources its products and services from suppliers who share our operating principles and whose approach to business aligns wherever possible with our mission and Core Purpose. This Supplier Code of Conduct (**Code**) is intended to support these aims by providing minimum standards and expectations that we expect to apply to all Earth Sciences New Zealand's suppliers.

### Scope

This Code applies to all suppliers, including their subsidiaries, affiliates or subcontractors, who provide products or services to Earth Sciences New Zealand. Suppliers are responsible for ensuring any such subsidiaries, affiliates or subcontractors are aware of and comply with this Code, and for taking appropriate action to address non-compliance. As such, the term "worker" is used in the Code to refer to the supplier's employees as well as any subcontractors engaged by a supplier who provide products or services to Earth Sciences New Zealand on a regular and ongoing basis.

The Code does not replace any other relevant policies, standards and contractual obligations that may be in place between Earth Sciences New Zealand and its suppliers.

### Application and review

Earth Sciences New Zealand recognizes that achieving the standards set out in the Code will be a dynamic and collaborative process. Earth Sciences New Zealand requires suppliers to meet the Code's standards or, at a minimum, establish a clear pathway for meeting the standards.

While suppliers will be responsible for verifying their compliance with the Code, suppliers must provide to Earth Sciences New Zealand on request supporting evidence of their compliance with this Code or their pathway towards meeting its standards.

The Code is a living document that Earth Sciences New Zealand will review from time to time to ensure it accurately reflects best practice.

### Standards

#### *Ethical business practices*

Earth Sciences New Zealand expects suppliers to conduct themselves with integrity, transparency and honesty in their business dealings. As a minimum, suppliers must:

- Manage their business in full compliance with all applicable laws, regulations, rules and standards, including relevant competition and fair-trading legislation
- Not engage in any form of fraud, bribery or corruption
- Promptly declare any conflict of interests to Earth Sciences New Zealand
- Maintain transparent and accurate financial and business records using generally accepted accounting practices

#### *Labour and human rights*

Earth Sciences New Zealand expects suppliers to ensure that workers are treated in a manner consistent with all applicable international and domestic human rights and labour standards, including the United Nation's Universal Declaration of Human Rights (UDHR) and Convention on the

Rights of the Child (UNCRC), and the International Labour Organisation (ILO) Core Conventions. Earth Sciences New Zealand also encourages its suppliers to monitor and address these standards within their own supply chain.

As a minimum, suppliers must:

- Comply with applicable employment standards and laws and maintain a workplace that is safe and free from unlawful discrimination, harassment and bullying
- Comply with legal requirements on working hours, including overtime and maximum hours, and wages
- Respect fair work practices, which would include fair pay and equal pay. Earth Sciences New Zealand expects its suppliers to either pay or to show a commitment towards paying workers at or above the living wage.
- Comply with all relevant human rights legislation in respect of their workers and business operations
- Respect the privacy rights of workers and have adequate safeguards in place to protect workers' personal information
- Recognise and respect workers' rights to freedom of association and collective bargaining

#### ***Health, safety and security***

Earth Sciences New Zealand expects suppliers to ensure that the health, safety and security of their workers and others are at the forefront of their operations. As a minimum, suppliers must:

- comply with all applicable health and safety laws and regulations and maintain healthy and safe work environments
- develop and maintain sound health and safety policies, practices and management systems that are designed to protect the health of workers and ensure the safety and quality of all contracted products and/or services
- provide Earth Sciences New Zealand with evidence of compliance with their health and safety obligations on request
- comply with any security requirements notified to them by Earth Sciences New Zealand
- adequately protect any information, assets, tools and materials provided by Earth Sciences New Zealand and return these promptly when requested.

#### ***Environmental sustainability***

Earth Sciences New Zealand encourages suppliers to establish environmentally responsible business practices and proactively improve their environmental performance. As a minimum, suppliers must:

- conduct their business in accordance with applicable laws, regulations and standards regarding the preservation and protection of the environment
- endeavour to improve the environmental sustainability of their business and reduce any adverse operational environmental impacts
- seek to implement and maintain environmental management systems appropriate to their business and make ongoing efforts to improve these systems

#### ***Social responsibility***

We expect our suppliers to operate their business in a socially responsible way and to work collaboratively with other suppliers and communities. We encourage our suppliers to respect cultural values and diversity, and to have regard to the principles of the Treaty of Waitangi when doing business in New Zealand.