INEX Supplier Code of Conduct

Version	Date of last review	Next review date	Document Owner
1.0	17/5/24	17/5/25	Sustainability Manager

Commitment

INEX is dedicated to social and environmental responsibility across its supply chain. We expect our suppliers to adhere to high ethical standards, aiming for continual improvement. Our supplier code of conduct outlines these expectations. We believe in working with suppliers who share our values and commitment to sustainable practices create better business outcomes for all.

Application and Acceptance

The supplier code of conduct applies to all our suppliers, including their affiliates, contractors, and business partners. Adherence to this code is mandatory for engaging in business with INEX. Suppliers should comply with sustainability standards and provide necessary documents and certificates upon request.

Assessment

By following this supplier code of conduct, suppliers agree to a self-assessment which is provided by INEX.

Questions

Suppliers may raise any concern or questions by contacting us on our website at: https://INEX.co.nz/contact/
INEX will provide guidance when requested.

Governance and Ethics

INEX maintains the highest ethical standards and compliance with all relevant laws. We expect our suppliers to do the same.

1. Compliance

- Suppliers should follow all local laws and regulations, including those in their operating countries.
- They should have a formal system to establish rules, track performance, and address violations.
- Upon request, suppliers should share information on business activities, employment, health and safety, and environmental practices.
- These commitments are endorsed by senior management.

2. Business Integrity and Anti-Corruption

- Suppliers should uphold high ethical conduct in all business aspects and avoid corrupt practices like extortion, fraud, bribery, and money laundering.
- Actions that violate anti-corruption and bribery laws are prohibited.

3. Fair Business and Competition

- Suppliers should adhere to all consumer, competition, and fair-trade laws.
- They should respect economic sanctions and trade laws imposed by relevant authorities and disclose any potential conflicts of interest to INEX.

4. No Improper Advantage

- Suppliers should not offer or accept bribes or any undue advantages.
- Business gifts and hospitality should be reasonable in value and frequency according to established practices.

5. Management System and Transparency

- Suppliers should have systems for setting rules, tracking performance, and resolving issues.
- They should share information about their business activities, employment practices, health and safety, and environmental impact upon request.
- Financial statements should comply with local laws.
- This management system is supported and endorsed by senior management.

6. Conflict of Interest

- Suppliers should avoid situations where an employee's privileged information or relationships could influence decisions in the supplier's favour and disclose such situations.

7. Intellectual Property and Confidential Information

- Suppliers should respect others' intellectual property rights and protect INEX's confidential information.

8. Data Protection

- Suppliers should comply with data protection laws.

9. Responsible Sourcing and Conflict Minerals

- Suppliers should ensure their materials do not support conflicts or human rights abuses.
- They should conduct due diligence on their materials and share this information with INEX upon request.

Employment, Human Rights and Health and Safety

INEX is committed to upholding the human and labour rights of workers, treating them with dignity and respect, and ensuring proper health and safety conditions. We require our suppliers to commit to these values as well.

1. Prevention of Child Labour & Young Workers

- Child labour should be prohibited in the supply chain, as per International Labour Organisation (ILO) standards.
- Young workers (under 18) should not do work that could harm their health, safety, or education.

2. Humane Treatment and Anti-Harassment

- Suppliers shall ensure no harsh treatment, including sexual harassment, abuse, corporal punishment, mental or physical coercion, or verbal abuse.

3. Anti-Discrimination and Equal Opportunities

Suppliers should ensure equal opportunities and treat employees with dignity and respect, avoiding any form of discrimination or harassment. Specifically, suppliers should:

- Not discriminate based on age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, or union membership in hiring, salary, promotion, or termination.
- Provide equal opportunities in employment and avoid discrimination based on race, colour, religion, gender, sexual orientation, age, physical ability, health condition, political opinion, nationality, social or ethnic origin, union membership, or marital status.
- Respect local communities and their rights to land, forests, water, and cultural practices.
- Ensure employees are free from harassment and are treated with dignity, equality, and respect.

4. Voluntary Employment

- Forced, bonded, indentured labour, or involuntary prison labour is prohibited. Suppliers should not be involved in slavery or human trafficking.

5. Working Hours, Wages, and Benefits

- Suppliers should follow laws on working hours, wages, and benefits.

6. Freedom of Association and Collective Bargaining

- Suppliers should respect workers' rights to associate freely and discuss working conditions with management without fear of retaliation.

7. Health & Safety

- Suppliers should ensure a safe, healthy, and secure work environment by managing occupational health and safety risks. They should:
    - Have health and safety management systems, including emergency plans and corrective actions.
    - Provide protective equipment and training on its use.
    - Maintain systems for reporting and managing health and safety incidents and implement corrective action plans.
    - Provide necessary medical treatment and support for returning to work.

Environment

INEX is dedicated to environmental protection and conducting business in an environmentally responsible manner. We expect our suppliers to uphold these values.

1. Management System

- Suppliers should have systems to safely manage waste, air emissions, and wastewater, integrated with health and safety management systems.

2. Environmental Permits and Reporting

- Suppliers should obtain, maintain, and keep current all required environmental permits and registrations and follow their operational and reporting requirements.

3. Resource Reduction

- Suppliers should use resources efficiently and reduce or eliminate waste through maintenance, material substitution, conservation, recycling, and reusing materials.

4. Greenhouse Gas Emissions and Energy Consumption

- Suppliers should find cost-effective methods to improve energy efficiency through minimising energy consumption and greenhouse gas emissions. This includes promoting decarbonisation initiatives, using renewable energy sources, and utilising secondary materials.

5. Waste Management

- Suppliers should identify all potential waste streams and manage them according to the waste hierarchy and applicable regulations.

6. Wastewater Management

- Wastewater from industrial processes and sanitation facilities should be characterised, monitored, controlled, and treated as required before discharge or disposal.

7. Hazardous Materials

- Suppliers should avoid causing environmental damage through their operations.
- Hazardous materials should be identified and managed to ensure safe handling, movement, storage, use, recycling, reuse, and disposal. Suppliers should regularly review the use of hazardous substances and substitute them with less hazardous alternatives where possible.

8. Product Content Restrictions

- Suppliers should adhere to all applicable laws, regulations, and customer requirements regarding the prohibition or restriction of specific substances, including labelling for recycling and disposal.

9. Biodiversity Protection

- Suppliers should protect and support the preservation of natural ecosystems, forests, and wildlife.

Acknowledgement

The supplier confirms their understanding and compliance with all applicable laws and with the INEX responsible sourcing policy. Suppliers should promptly correct any noncompliance. INEX may choose to end its business relationship with any supplier who refuses to adhere to this supplier code of conduct or applicable New Zealand law.

Supplier Company Name:	
Supplier representative name (Print):	
Title of supplier representative (Print):	
Date:	
Signature and Company Stamp:	