

# Australian Unity

## Supplier Code of Conduct

At Australian Unity we strive to enhance the wellbeing of our members, our customers and our community and the Supplier Code of Conduct (the “Code”) will assist in achieving this goal.

Australian Unity is committed to the highest ethical standards in all its business dealings. It therefore expects that suppliers, contractors and consultants (collectively “Suppliers”) who sell goods or services to Australian Unity Limited and its subsidiaries (collectively “**Australian Unity**”), will also act responsibly and ethically. This means their business dealings will be conducted with integrity and comply with local and applicable international laws, while demonstrating a willingness to uphold the values of Australian Unity.

To help establish a strong foundation in the relationships between Australian Unity and its Suppliers, Australian Unity expects that its Suppliers:

- will agree to the Code;
- will be responsible for ensuring that their employees, representatives and sub-contractors understand the Code;
- will ensure that their employees, representatives and sub-contractors adhere to the obligations set out in the Code.

Australian Unity may also require Suppliers to complete a questionnaire which forms part of Australian Unity’s Supplier due diligence process.

### Obligations of Australian Unity Suppliers

You acknowledge and agree with Australian Unity’s expectations on the following:

#### 1. Ethical requirements

- 1.1 *Labor rights, working hours and accommodation* – Suppliers must respect human rights of those in their business operations and comply with all labor laws including the ability for individuals to choose employment freely and working hours, provide suitable accommodation where required and ensure that wages comply with relevant laws.
- 1.1 *Child Labor* – Suppliers must ensure that they do not engage in unlawful employment or exploitation of children and are compliant with relevant global conventions.
- 1.2 *Human Trafficking* – Suppliers must comply with UN Guiding Principles on

Human Rights and the Modern Slavery Act (Cth). Australian Unity expects that Suppliers incorporate policies and practices into their business.

- 1.3 *Discrimination* – Suppliers must not discriminate on the basis of age, gender, disability, ethnicity, marital status, sexual orientation or any other status protected by law.
- 1.4 *Freedom of Association* – Suppliers must allow workers to freely associate with others, form and join (or refrain from joining) industrial organisations or associations of their choice, or engage in any lawful industrial activity without interference, discrimination retaliation or harassment.
- 1.5 *Improper Payments* – Suppliers must not engage in any form of corruption, bribery or fraud. This includes the giving or receiving of gifts or unlawful incentives to influence a commercial outcome.
- 1.6 *Fair Trade* – Suppliers must actively promote fair trade and ethical practices relevant to the goods or services provided.
- 1.7 *Conflicts* – Suppliers are to avoid all conflicts of interest. This includes acting honestly and ethically in accordance with any laws pertaining to anti-competitive practices, intellectual property rights, privacy protection of company and personal data.

## **2. Health and Safety requirements**

Australian Unity expects Suppliers to comply with all Health and Safety regulations including:

- 2.1 Providing a clean, healthy and safe environment for their employees that meets or exceeds legal standards in the jurisdiction of the relevant workplace.
- 2.2 Documenting and distributing safety procedures to support a ‘no incident goal’.
- 2.3 The ability for workers to easily report any safety concerns that may lead to injury or harm.
- 2.4 Equipping workers with relevant tools and training to conduct their work safely.

## **3. Environment and Sustainability Requirements**

Australian Unity expects Suppliers to actively work to minimise harm to the environment in accordance with applicable regulations. Minimum expectations include:

- 3.1 Maintaining relevant policies and procedures to assist in reducing any environmental impact.
- 3.2 Actively encourage employees and any affected third-parties to practice ways of reducing harm to the environment.
- 3.3 Abiding by any laws and regulations pertaining to the movement and disposal of hazardous materials.
- 3.4 If the Supplier has a manufacturing facility, that it complies with any environmental laws.

### **How to Raise a Question or Concern**

Australian Unity expects that Suppliers will have an avenue for their employees and other relevant parties to raise concerns or queries. Where a concern is raised, the expectation is that it will be investigated promptly, thoroughly and if necessary, anonymously. Where permitted by law, and if relevant to Australian Unity's business dealings, Suppliers must inform Australian Unity of the concerns.

Australian Unity also has mechanisms available to Suppliers to raise concerns. Concerns and questions can be raised:

- (1) directly with the Supplier's vendor manager; or
- (2) through the Australian Unity Whistleblower channel by either calling the disclosure hotline on 1 300 794 250 or sending an email to [audisclosure@llm.net.au](mailto:audisclosure@llm.net.au).

Any reported concern may be made anonymously, and it will be investigated and actioned appropriately by Australian Unity.

### **Ongoing Reporting Obligation**

Australian Unity reminds Suppliers that by agreeing to the Code they have an ongoing obligation while supplying products and/or services to Australian Unity to report any compliance concerns (including Modern Slavery concerns) with us.

### **Compliance attestation**

Australian Unity may request an attestation from Suppliers affirming compliance with this Code. Such attestations may include the completion of questionnaires and the review of related certification, records, permits or any other appropriate documentation.