

# Oji Fibre Solutions

## SUPPLIER CODE OF CONDUCT

November 2019

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## 1. Introduction

At Oji Fibre Solutions (“OjiFS”)<sup>1</sup>, we have four core values which are part of our journey to a sustainable future. They are: being a trusted partner, built on strength, future focussed and innovation. We strive for the highest standards in all aspects of our business and are committed to ensuring all business is conducted legally and ethically.

OjiFS recognises that our good reputation depends on our relationships with our suppliers and managing the impacts of our supply chain. We expect our suppliers to uphold our values and standards of operation and share our drive for sustainable outcomes.

The Supplier Code of Conduct (“Code”) is an integral part of our supplier relationships. The Code outlines OjiFS’ minimum requirements that we expect our suppliers to meet in doing business with us.

## 2. Scope

Suppliers are expected to hold their employees, contractors, sub-suppliers, agents and distributors to the obligations of the Code.

OjiFS encourages suppliers to establish their own written policy for ethical behaviour in their supply chain.

## 3. Compliance with the Code

Compliance with the Code is an integral part of contract and supplier relationship management. The Code forms part of all contracts between the supplier and OjiFS.

OjiFS may request confirmation that suppliers are operating within the expectations set out in the Code by requiring relevant documentation or through on-site audits.

The supplier must **advise OjiFS of any breach of the Code within seven days** and undertake necessary corrective actions in a timely manner to resolve the breach. If the supplier fails to comply with the Code, OjiFS may take action against the supplier, including suspending or terminating the supplier agreement.

## 4. Supplier Obligations

### 4.1. Comply with relevant Laws and Regulations

OjiFS is committed to conducting all business legally and in compliance with all applicable laws and regulations in the locations in which we operate.

Suppliers must comply with all applicable national, state or regional, and local laws and regulations in the countries in which they operate.

### 4.2. Ethical Business Practices

OjiFS is committed to the highest standards of ethical conduct. A strong corporate governance framework that supports and promotes ethics and integrity builds confidence and trust in the business, protects against corruption, and reputational damage.

Suppliers must undertake ethical business practices. Obligations on suppliers are:

- **Transparency in Supply Chain:** The supplier will manage the risk of unethical behaviour in their supply chain and respond to requests for information from OjiFS.
- **Traceability of Raw Materials:** The supplier will record the origins of all their primary materials and components used in the manufacture of products for supply to OjiFS and provide this disclosure on request.
- **Governance Systems:** The supplier will put in place corporate governance policies and practices that outline appropriate conduct and standards for its organisation, employees, contractors and suppliers.
- **Honesty and Respect:** The supplier will be honest and respectful in all aspects of business with employees, contractors, customers, suppliers, local communities.
- **Anti-Corruption and Bribery:** The supplier will not accept or pay bribes. Gifts or other favours are not to be accepted where they could in any way influence business decisions. The supplier will prohibit corruption in all its forms.

<sup>1</sup> Oji Fibre Solutions (“OjiFS”) includes: Oji Fibre Solutions (NZ) Limited, Oji Fibre Solutions (QLD) Pty Limited, Oji Fibre Solutions (AUS) Limited, Oji Foodservice Packaging Solutions

(AUS) Pty Limited, Oji Cardboard Carton Solutions Pty Limited, Oji Fibre Solutions (HK) Limited, Oji Fibre Solutions (Malaysia) Sdn Bhd.

- **Anti-Competitive Behaviour:** The supplier will not engage in anti-competitive, misleading or dishonest business practices. The supplier will commit to fair trade practices in business conduct.

### 4.3. Sustainable Forestry

OjiFS is committed to sustainable forestry, the use of sustainable fibre inputs and paper recycling.

Suppliers involved in our fibre supply chain must adhere to our wood sourcing policy to avoid the procurement of wood from unacceptable sources, including:

- Illegally harvested wood.
- Wood harvested in violation of traditional human rights.
- Wood harvested in forests in which high conservation values are threatened by management activities.
- Wood harvested in forests being converted from natural and forest plantations to non-forest use.
- Wood from forests in which genetically modified trees are planted.

### 4.4. Human Rights and Labour Standards

OjiFS expects the working environment to be characterised by mutual trust and respect, where everyone is treated fairly, and people strive to do the right thing by one another.

OjiFS will not tolerate any form of bullying, harassment, discrimination, forced or involuntary labour of any kind or other victimisation in our own business or supply chain.

Suppliers must protect human rights and labour standards. Obligations on suppliers are:

- **No Forced Labour:** The supplier will not use any form of modern slavery, forced, bonded or child labour in any of its operations and supply chain. All workers must meet the local, legally required minimum age. All labour must be voluntary.
- **Workplace of Respect:** The supplier will promote an inclusive work environment that values the diversity of its employees and is free from bullying, harassment, discrimination and victimisation.
- **Provision of Training:** The supplier will provide appropriate information and education on the prevention of discrimination, harassment, bullying and victimisation to all employees.

- **Wages and Benefits:** The supplier will comply with all applicable laws governing minimum wages, maximum working hours, compensation, benefits and overtime.
- **Freedom of Association:** The supplier will respect the right of its employees to join or not to join any lawful association without fear of retaliation.

### 4.5. Workplace Health and Safety

OjiFS' health and safety aim is to send everyone **Safely Home Every Day**. OjiFS is committed to managing our business in compliance with health and safety legislation and striving for best practice.

Suppliers must prioritise workplace health and safety and provide secure, safe and healthy work environments. Obligations on suppliers are:

- **Eliminating Risks and Safe Working Conditions:** The supplier will maintain a safe workplace by eliminating, minimising and managing health and safety risks.
- **Health and Safety Systems:** The supplier will document and implement effective management systems.
- **Provision of Training:** The supplier will provide all employees with necessary health and safety guidance and training to protect their health, safety and wellbeing.
- **High Safety Standards:** The supplier will continuously strive to achieve industry best practice standards.
- **Working on OjiFS Sites:** The supplier will work with us to improve the health and safety on all OjiFS sites they access.

### 4.6. Environment Responsibility

OjiFS is committed to managing our business in an environmentally responsible manner; to care for the environment in which we live and work; and to sustain its quality for the benefit of future generations.

Suppliers must manage their business in an environmentally responsible manner. Obligations on suppliers are:

- **Environmental Controls:** The supplier will obtain and keep current all required environmental permits and consents.
- **Environmental Management Systems:** The supplier will regularly review performance and

improve their environmental management systems.

- **Emissions Reductions:** The supplier will implement continuous improvements to deliver reductions in greenhouse gas emissions from its business and operations.
  - **Sustainable Use of Resources:** The supplier will maximise the efficient use of resources and implement continuous improvement to reduce waste to landfill.
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#### 4.7. Local Communities

OjiFS is committed to open communication and positive relationships with the local communities in which we operate.

Suppliers are expected to share this commitment.