

## Supplier Code of Conduct – Annual Questionnaire Guidance

Lyttelton Port Company Limited (LPC) is proud to have delivered our first sustainability strategy, defining clear goals for improving our performance in three key focus areas: Prosperity, People and the Planet.

LPC is the gateway for the goods that keep our region moving. We support thousands of jobs and the creation of billions of dollars of wealth for the Canterbury economy. Our commitment is to continue to do this while growing our strong focus on health and safety, the wellbeing of our workforce, mutual benefits for our communities and importantly, doing our part in addressing the significant global challenges of climate change and biodiversity loss.

More information can be found [here](#).

Aligned with LPCs three sustainability key areas of focus, is our approach to suppliers and sourcing the materials and service we require to effectively operate and develop our business. LPC’s Procurement policy forms the basis for our supplier market sourcing (plan), engagement (do) and supplier management (act) philosophy.

LPC recognises and has adopted a strong sustainable business approach that it incorporated into all business activities.

This guidance document provides broader explanation of the questions posed to suppliers in the annual questionnaire.

### Questionnaire guidance.

Please provide a response and evidence as support where requested.

| Responsible sourcing  | Pretext  |
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| <p>Our company or organisation has developed and maintains a document(s), reflecting our approach to corporate social responsibility in our procurement activities.<br/><i>(Please provide copies of document(s), with your declaration)</i></p>                                    | <p><i>What is /has you company or organisation done to develop and promote socially responsible business practices?<br/>How is your company or organisation ensuring its longevity by adopting sustainable business practices?</i></p> |
| <p>As a function of our corporate social responsibility procurement activities, our company or organisation regularly requests evidence from our suppliers of their continued or progressing development to achieve ethical sourcing and purchasing within their supply chains.</p> | <p><i>What is your Company or Organisation doing to eliminate unacceptable labour, business and environmental practices from the goods and services supply chain you purchase or distribute as a reseller?</i></p>                     |
| <p>Our company or organisation conducts on-site audits from a sample of our suppliers, as a separate form of measuring ethical procurement within our supply chains.</p>  | <p><i>On-site audits, combined with questionnaires provide validation of supplier, category and at-risk categories, for continuous improvement of socially responsible business practices.</i></p>                                     |

| Labour and supply chain management   | Pretext  |
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| Our company or organisation has reviewed our supply chain and is able to verify that neither we, nor our Suppliers:  |  |
| use no forced, bonded or involuntary prison labour is used in the realization of raw materials, sub-assemblies, finished goods or services we purchase and/or distribute.  | <i>This question relates to NZ Bill of Rights Act, as a signatory to various United Nations charters.</i>  |
| use workers below the relevant minimum age for employment in the realization of raw materials, sub-assemblies, finished goods or services we purchase and/or distribute.   | <i>This question relates to NZ Bill of Rights Act, as a signatory to various United Nations charters.</i>  |
| have discriminated directly or indirectly on any of the prohibited grounds in the Human Rights legislation relevant to our country.  | <i>This question relates to NZ Bill of Rights Act, as a signatory to various United Nations charters.</i>  |
| have been found to have subjected staff, employees, workers or contractors to potential life-threatening working conditions or harsh or abusive or inhumane treatment.   | <i>This question relates to NZ Bill of Rights Act, as a signatory to various United Nations charters.</i>  |
| As a supplier based in New Zealand, we do not employ workers that are not legally entitled to work in New Zealand.<br><i>(Overseas Suppliers please leave blank)</i>   | <i>This question relates to NZ Bill of Rights Act.</i>   |
| As a Supplier I ascertain that we have suitable health and safety documentation and, related processes which meet the requirements of any relevant Health and Safety legislation of our Countries of operations. | <i>This question relates to NZ Bill of Rights Act and Health and Safety in the Workplace Act</i>   |
| As a Supplier to LPC our organisation has not and does not seek to unduly influence employees and contractors of LPC with offers of inducement.  | <i>Anti-collusion and anti-corruption laws exist within New Zealand and most trading nations to ensure open competition and transparent bidding processes.</i>         |
| As a Supplier to LPC our organisation has not been found colluding with other entities in a manner that, has resulted in claims or accusations of “bid-rigging” during competitive procurement opportunities.    | <i>Anti-collusion and anti-corruption laws exist within New Zealand and most trading nations to ensure open competition and transparent bidding processes.</i>         |
| Our company or organisation, partners with indigenous, first nations, Iwi, Hapu in the undertakings of our corporate social responsibility activities.   | <i>Progressive Companies and Organisations embrace diversity not only in their workplace but also their communities. Discrimination breaches NZ’s Human Rights Act</i> |
| As a function of our partnership with indigenous, First Nations, Iwi, Hapu, our company or organisation maintains a  | <i>Progressive Companies and Organisations embrace diversity not only in their workplace but also their communities.</i>   |

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| partnership charter and meet regularly to strengthen our relationship, resolve differences and progress our partnership for mutual benefit. | <i>There is an understanding that a thriving community stimulates business trade and growth.</i> |
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This questionnaire has a signature section as a declaration by company or organisation executive leadership or director. This is done deliberately, as an indication that the company or organization has answered to the best of its knowledge.