

Supplier Code of Conduct – Annual Questionnaire.

Period - July 2021 to June 2022.

Lyttelton Port Company Limited (LPC), Supplier Code of Conduct and Ethical Procurement Statement, promotes our Suppliers to embrace corporate social responsibility into their supply chains. The Code of Conduct and Ethical Procurement Statement can be viewed at,

www.lpc.co.nz/our-services/procurement

Aligned with LPCs Statement of Intent to our parent Christchurch City Holdings,

- *FY2022 – 50% operational product suppliers > \$50k / annum evaluated against responsible sourcing criteria.*
- *FY2030 – 100% of operational suppliers > \$50k / annum evaluated against responsible sourcing parameters.*

Guidance about LPC’s Supplier Code of Conduct and Ethical Procurement are available to read at www.lpc.co.nz/our-services/procurement

Suppliers are requested to complete this annual assessment and submit to LPC prior to June 30th. Submissions shall be made to our Procurement Administrator, Tatiane Fernandes.

Guidance on how to complete the questionnaire is attached.

Note: Suppler environmental activities to reduce greenhouse gas emissions (GreenHouse Gas protocol, Scope 1 & 2) as well as those generated in their supply chains (Scope 3), are captured as separate measurement and reporting.

Annual Supplier Code of Conduct Questionnaire.

Please provide your organisations details

Company or organisation name:	
<i>Address</i>	
Number & Street:	
City:	
Postal code:	
Country:	
<i>Person answering questionnaire</i>	
Name:	
Role/Title:	
Contact phone:	
Contact email:	

Please provide a response and evidence as support where requested.

Responsible sourcing		Yes	No
1.	Our company or organisation has developed and maintains a document(s), reflecting our approach to corporate social responsibility in our procurement activities. <i>(Please provide copies of document(s), with your declaration)</i>	<input type="checkbox"/>	<input type="checkbox"/>
1a.	Our corporate social responsibility documents that direct our supply chain are regularly reviewed and updated? Place a checkmark in one, Annually <input type="checkbox"/> Bi-annually <input type="checkbox"/> 5-yearly <input type="checkbox"/> No review period <input type="checkbox"/>		
2.	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.	<input type="checkbox"/>	<input type="checkbox"/>
3.	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.	<input type="checkbox"/>	<input type="checkbox"/>

Please provide a response to each question.

Labour and supply chain management		YES	NO
	Our company or organisation has reviewed our supply chain and is able to verify that neither we, nor our Suppliers:		
1.	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.	<input type="checkbox"/>	<input type="checkbox"/>
2.	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.	<input type="checkbox"/>	<input type="checkbox"/>
3.	have discriminated directly or indirectly on any of the prohibited grounds in the Human Rights legislation relevant to our country.	<input type="checkbox"/>	<input type="checkbox"/>
4.	have been found to have subjected staff, employees, workers or contractors to potential life-threatening working conditions or harsh or abusive or inhumane treatment.	<input type="checkbox"/>	<input type="checkbox"/>
5.	As a supplier based in New Zealand, we do not employ workers that are not legally entitled to work in New Zealand. <i>(Overseas Suppliers please leave blank)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6.	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.	<input type="checkbox"/>	<input type="checkbox"/>
Open and competitive supplier markets			
7.	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.	<input type="checkbox"/>	<input type="checkbox"/>
8.	As a Supplier to LPC our organisation has not been found colluding with other entities in a manner that, has resulted in	<input type="checkbox"/>	<input type="checkbox"/>

	claims or accusations of “bid-rigging” during competitive procurement opportunities.		
Iwi taketake (Indigenous people, native people)			
9.	Our company or organisation, partners with indigenous, first nations, Iwi, Hapu in the undertakings of our corporate social responsibility activities.	<input type="checkbox"/>	<input type="checkbox"/>
10.	As a function of our partnership with indigenous, First Nations, Iwi, Hapu, our company or organisation maintains a partnership charter and meet regularly to strengthen our relationship, resolve differences and progress our partnership for mutual benefit.	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for assigning time to complete this declaration. This information informs LPC of its Suppliers commitment to social responsibility in their supply chains and the efforts being undertaken to improve.

Declaration of executive level manager or company/organisation director.

I declare that the questionnaire and accompanying documents are a fair and reasonable reflection of our companies or organisations corporate responsibility.

Signature:		Date:	
Name:			

Thank you. Please scan and send the completed questionnaire and declaration, along with supporting corporate responsibility documents to tatiane.fernandes@lpc.co.nz.

Yours sincerely

Richard Cookson
Head of Procurement