**Ethical Supply Chain Declaration – Annual Supplier Questionnaire and Declaration 2022/23.**

**Period - July 2022 to June 2023.**

Lyttelton Port Company Limited’s (LPCs), Supplier Code of Conduct and Ethical Procurement Statement’s, emphasizes our Suppliers incorporating corporate social responsibility into their supply chains. LPCs Code of Conduct and Ethical Procurement Statement can be viewed at,

[www.lpc.co/nz/our-services/procurement](http://www.lpc.co/nz/our-services/procurement)

Aligned with LPCs Statement of Intent to our shareholder 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](http://www.lpc.co/nz/our-services/procurement)

New and incumbent Suppliers are requested to complete this annual assessment and submit to LPC prior to June 30th. Submissions shall be made to [tatiane.fernandes@lpc.co.nz](mailto:tatiane.fernandes@lpc.co.nz).

Guidance on how to complete the questionnaire is available at [www.lpc.co/nz/our-services/procurement](http://www.lpc.co/nz/our-services/procurement)

*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 separate measurement and reporting.*

Annual Supplier Code of Conduct Questionnaire.

Please provide your organisations details

|  |  |
| --- | --- |
| Company or organisation name: |  |
| *Address* |  |
| Number & Street: |  |
| City: |  |
| Postal code: |  |
| Country: |  |
| *Person answering questionnaire* |  |
| 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.  *(Please provide copies of document(s), with your declaration)* |  |  |
| 1a. | Our corporate social responsibility documents that direct our supply chain, are regularly reviewed and updated?  Place a checkmark in one,  Annually  Bi-annually  5-yearly  No review period | | |
| 2. | As a function of our corporate social responsibility activities, our company or organisation regularly requests evidence from our suppliers, of their continued or progressing development to achieve ethical sourcing and purchasing from their supply chains. |  |  |
| 3. | Our company or organisation conducts on-site audits from a sample of our suppliers, as a separate form of measuring ethical manufacturing, within our supply chains. |  |  |

Please provide a response to each question.

|  |  |  |  |
| --- | --- | --- | --- |
| **Labour and supply chain management** | | | |
|  | **Our company or organisation has reviewed our supply chain and declares that:** | | |
| 1. | Our company and our suppliers, do not use no forced, bonded or involuntary prison labour for the realization of raw materials, sub-assemblies, finished goods or services we purchase and/or distribute. | *Unethical practices may exist in our supply chain(s)* | *No unethical practices exist in our supply chain(s)* |
| 2. | Our company and our supplier pay workers below the relevant minimum wage for employment in the realization of raw materials, sub-assemblies, finished goods or services we purchase and/or distribute. | *Unfair rates of pay may exist in our supply chain(s)* | *Ours and suppliers’ staff are paid fairly* |
| 3. | Our company and our suppliers have discriminated directly or indirectly on any of the prohibited grounds in the Human Rights legislation relevant to our country. | *Discrimination may exist in our supply chain(s)* | *Discrimination does not exist in our supply chains* |
| 4. | Our Company and our suppliers have been found to have subjected staff, employees, workers or contractors to potential life-threatening working conditions or harsh or abusive or inhumane treatment. | *Unsafe work practices may exist in our supply chain(s)* | *Safe work practices are conducted in our supply chain(s)* |
| 5. | As a supplier based in New Zealand, are employees legally entitled to work in New Zealand?  *(Overseas Suppliers please leave blank)* | No | Yes |
| 6. | As a Supplier to LPC, I declare that we have appropriate health and safety documentation and, related processes which meet the requirements of any relevant Health and Safety legislation of our Countries of operations. | No | Yes |
| **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. | No | Yes |
| 8. | As a Supplier to LPC, our organisation has been investigated for colluding with other entities in a manner that, has resulted in claims or accusations of “bid-rigging” during competitive procurement opportunities. | Yes | No |
| 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. | Yes | No |
| 10. | As a function of our partnership with indigenous, First Nations, Iwi and 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. | Yes | No |

Thank you for assigning time to complete this declaration. This information informs LPC of its Suppliers commitment to social responsibilities.

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: | Click or tap to enter a date. |
| Name: | Click or tap here to enter text. | | |

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

Yours sincerely



Richard Cookson

Lyttelton Port Company Limited, Head of Procurement