

## SUPPLIER PRINCIPLES

### 1. Who do these principles apply to?

- 1.1. These Supplier Principles apply to all suppliers of goods and services to Aruma Services and our subsidiary companies (Aruma). Supplier compliance with these principles is mandatory.
- 1.2. Aruma expects that its suppliers will ensure that their employees, representatives and sub-contractors adhere to the obligations set out in these Supplier Principles.

### 2. What will these supplier principles achieve?

- 2.1. The purpose of these Supplier Principles is to communicate the behaviour and standards that Aruma expect its suppliers to adhere to. Aruma is committed to working with its suppliers to establish and maintain ethical, sustainable and socially responsible operations and supply chains in accordance with these Supplier Principles.

### 3. What are our supply principles?

#### 3.1. Conduct of business

Aruma chooses to engage suppliers that have declared that they have systems and processes in place to ensure compliance with the following principles:

- operate transparently by maintaining and retaining appropriate records;
- not engage in any forms of corruption including bribery, fraud, extortion, money laundering and the gaining of improper advantage;
- comply with all applicable laws relating to sanctions, export or import and trade controls;
- continually and proactively develop and improve their own supply chain to improve sustainability and adhere to the latest environmental guidelines;
- maintain confidentiality and privacy of information, except where disclosure is authorised or required by law.

#### 3.2. Labour and Workplace

Aruma values the contributions made by its staff, including staff with a disability, and seeks to ensure its staff are treated with dignity and respect.

Aruma expects the same standards of its suppliers including that they:

- provide a safe working environment;
- provide a workplace that is free from unlawful harassment, discrimination and bullying;
- not under any circumstances use child labour<sup>1</sup> or any form of forced, bonded, indentured, involuntary or illegal labour;
- not under any circumstances engage in any form of slavery, servitude, human trafficking, forced marriage or deceptive recruiting for labour or services<sup>2</sup>;
- provide fair and appropriate pay, benefits and working conditions, including hours of work, consistent with the laws of the relevant jurisdiction and in accordance with relevant industrial instrument; and
- respect the right for freedom of association and freedom of movement consistent with the laws of the relevant jurisdiction.

### 3.3. Sustainability

Aruma is committed to operating sustainably and seeks out opportunities to improve environmental outcomes, including through the increased use of recycled materials and products, consistent with the 2018 National Waste Policy<sup>3</sup> and National Waste Policy Action Plan 2019. Aruma encourages its suppliers to operate in a manner consistent with this approach including by:

- reducing the use of energy, water or other resources through efficiency measures;
- implementing renewable energy technologies such as solar, where possible;
- reducing waste, recycling and using recycled products;
- reducing carbon emissions which may include adopting low emissions technologies; and
- reducing the use of hazardous and toxic substances and ensuring their correct disposal.

### 3.4. Reporting to Aruma

Aruma expects that its suppliers will:

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<sup>1</sup> In accordance with the International Labour Organisation Convention No. 138 relating to the Minimum Age for Admission to Employment.

<sup>2</sup> In accordance with Divisions 270 and 271 of the Commonwealth Criminal Code.

<sup>3</sup> 2018 National Waste Policy at [www.environment.gov.au/national-waste-policy-2018.pdf](http://www.environment.gov.au/national-waste-policy-2018.pdf)

- monitor their own compliance with the Supplier Principles;
- provide accessible mechanisms for staff or third parties to report concerns or material failures of the supplier to comply with the Supplier Principles;
- provide a clear and responsible process for resolution of any material failure by the supplier to comply with the Supplier Principles;
- provide, as a minimum, an up to date declaration of compliance with these Principles as part of the supplier on-boarding process, and/or respond to any audit request;
- notify Aruma of any material failure to comply with the Supplier Principles.

### 3.5. Review and Implementation of the Supplier Principles

Aruma reserves the right to review compliance with the Supplier Principles and expects that its suppliers will co-operate and provide such information as Aruma may reasonably require of it to perform such a review.

In order to implement the Supplier Principles Aruma encourages its suppliers to:

- communicate these Supplier Principles, or their own equivalent version, to their related entities and employees;
- implement a policy and maintain processes that require their direct and indirect suppliers and subcontractors to observe and exceed the Supplier Principles;
- communicate openly with Aruma about any suspected deficiencies in a supplier's supply chain so that Aruma can help guide the supplier to implement a suitable remediation plan designed to achieve alignment with the Supplier Principles.

In the event that remedial action is not taken with respect to any material breach by a supplier of the Supplier Principles within reasonable timeframes, Aruma reserves its right to reconsider its business relationship with the supplier.

### 3.6. Concerns about Aruma's compliance with the Supplier Principles

Aruma encourages its suppliers to notify Aruma of any material failure or concerns they have about Aruma's compliance with the Supplier Principles.

Any notifications can be made to: [Legal@aruma.com.au](mailto:Legal@aruma.com.au)

### 3.7. Staff and customers can also contact YourCall, our confidential whistleblower service, on 1300 790 228.