

SUPPLIER CODE OF CONDUCT & ETHICAL SOURCING POLICY

Introduction

The Office Products Depot (OPD) Group is committed to responsible and sustainable procurement. Our Supplier Code of Conduct & Ethical Sourcing Policy outlines the standards and expectations for all suppliers, contractors, and service providers working with the OPD businesses. These standards ensure compliance with applicable laws and internationally recognised best practices regarding human rights, labour, health and safety, environmental impact, and ethical business operations.

Scope

This policy applies to all suppliers, their subcontractors, and associated entities that provide goods and services to the OPD Group. Compliance with this policy is a prerequisite for doing business with OPD, and suppliers are expected to implement these principles within their broader supply chain.

1.0 Labour & Human Rights

1.1 Prohibition of Forced Labour, Human Trafficking & Modern Slavery

OPD is committed to **ensuring fair and ethical labour practices across our supply chain**, prohibiting forced labour, human trafficking, or any form of worker exploitation. All forms of bonded labour, indentured labour, involuntary prison labour, slavery, or human trafficking are strictly forbidden, including recruitment or employment through coercion, threats, fraud, or deception.

Workers must have **freedom of movement**, with no unreasonable restrictions on their ability to enter or exit workplace facilities. Employment agreements must be transparent and provided in the worker's native language (or one they understand). Employers must not withhold identity documents or charge recruitment fees—any such fees found must be fully reimbursed. These principles ensure a fair, transparent, and responsible work environment.

1.2 Prohibition of Child Labour

OPD prohibits the use of child labour. A child is defined as any individual **under the age of 15** or the minimum legal employment age in the respective country. Young workers (under the age of 18 years) **must not be engaged in hazardous work**, including night shifts or overtime. If young workers are employed, working conditions must comply with international labour standards, ensuring their education, health, and well-being are not compromised.

1.3 Working Hours & Wages

Working hours shall not exceed the maximum set by local law. Employees should not work more than **60 hours per week** or more than **6 consecutive days**, except in exceptional circumstances permitted by local law. Wage deductions as a disciplinary measure are prohibited. All overtime shall be voluntary. Workers shall be allowed at least one day off every seven days.

1.4 Non-Discrimination & Fair Treatment

Suppliers must ensure that hiring, salary, benefits, and promotions are based on merit and qualifications. **Discrimination based on race, colour, gender, nationality, religion, age, maternity, sexual orientation, disability, or marital status is prohibited.** Physical or psychological abuse, coercion, or harassment in any form is forbidden. Workers shall be provided with reasonable accommodation for religious practices and disability, ensuring a respectful, inclusive, and non-discriminatory work environment.

2.0 Health & Safety

2.1 Safe Working Conditions

OPD is committed to maintaining **a safe and healthy work environment**, recognising its role in ensuring product quality, consistency, and worker well-being. Health & Safety encompasses both an individual's right to a safe workplace and the business's responsibility to maintain a secure and hazard-free working environment.

Suppliers must provide a safe and healthy work environment that complies with all applicable occupational health and safety laws. **This includes access to clean drinking water**, sanitation facilities, and personal protective equipment where necessary. Workplace injury and illness prevention systems must facilitate hazard reporting, medical treatment, and any corrective actions identified. Industrial hygiene standards must protect workers from chemical, biological, and physical hazards. Employees must be able to report safety concerns without fear of retaliation.

The OPD Group expects suppliers to:

- Adequately protect and maintain any infrastructure, tools, machinery, or equipment provided for use by the employees of the organisation; and
- To undertake required maintenance of machinery, plant, equipment, or building promptly and safely, and in keeping with each business site's applicable Health and Safety legislation.

2.1 Emergency Preparedness

Emergency preparedness plans must be in place, including regular drills, fire safety measures, clear evacuation procedures, emergency response protocols, and first aid provisions.

3.0 Environmental Sustainability

3.1 Environmental Compliance

The OPD Group is committed to supporting New Zealand to become a low-emission economy. We encourage our suppliers to adopt environmentally responsible business practices and proactively improve their environmental performance.

The OPD Group expects suppliers to:

- Comply with all applicable environmental laws and regulations, ensuring responsible management of emissions, waste, and hazardous materials.
- Maintain an effective, documented environmental policy that aligns with all applicable environmental laws, rules, and regulations of the countries within which they operate.

3.2 Sustainable Sourcing & Waste Management

Suppliers should implement sustainable production practices, minimise packaging waste, and integrate circular economy principles such as reusing and recycling of materials. Hazardous materials must be properly identified, labelled, and managed to ensure safe handling, storage, disposal, and recycling, with appropriate tracking and documentation processes in place.

4.0 Ethical Business Conduct

The OPD Group expects that all products supplied to the NZ market to be produced, packaged, labelled, shipped, and documented in compliance with the applicable laws of the respective country in which the goods are manufactured.

The OPD Group expects suppliers to:

- Manage their activities and affairs and conduct themselves with integrity and in accordance with the legal and ethical standards within the country of operation.
- Suppliers must maintain accurate records of business activities and be transparent about their policies and practices. They must allow OPD or its designated auditors to conduct compliance assessments by appointment and on request.

4.1 Anti-Corruption & Bribery

Suppliers to the OPD Group must uphold the highest standards of moral and ethical conduct. They should not engage in any form of corrupt behaviour, including, but not limited to, extortion, fraud, impersonation, false declarations, or bribery. This includes offering, receiving, or soliciting anything of value to obtain an improper business advantage.

4.2 Fair Competition

Suppliers must comply with all fair trade and competition laws, ensuring that business dealings are conducted legally, ethically, and in alignment with international standards.

5.0 Corporate Social Responsibility

The OPD Group encourages our suppliers to be good corporate citizens and contribute positively to their communities. We encourage our suppliers to support employment practices that encourage diversity, equality, and equal opportunities for all.

6.0 Compliance & Enforcement

If a supplier is found in violation of this Supplier Code of Conduct and Ethical Sourcing Policy, the OPD Group may require corrective actions, including, but not limited to, policy improvements, employee training and education, or third-party verifications. Failure to comply may result in the termination of the business relationship.

Supplier Acknowledgment

By signing below, the supplier acknowledges they have read and understood OPD's Supplier Code of Conduct & Ethical Sourcing Policy.

Supplier:

Name:

Position in Organisation:

Date:

Signature: