

FXA sustainable supplier code of conduct

Sustainability underpins the Fuji Xerox Australia (FXA) business. We believe the actions of our suppliers are increasingly important factors in our sustainability performance and that our suppliers should be treated as partners on our sustainability journey. FXA seeks suppliers who share our commitment to internationally recognised standards and appropriate codes of practice. We look for best practice and continuous improvement in:

- Ethical business practices
- Management practices that respect the rights of all employees and the community
- Environmental management
- Occupational health and safety

Why do we look for these things? Better quality products and services are usually associated with superior operating practices. While our suppliers are independent entities, their business practices may impact us. For these reasons we ask our suppliers to commit to our sustainability standards and we encourage continuous improvement across these standards. It is the supplier's responsibility to achieve and maintain these minimum standards and to train its employees on their consequential rights and obligations.

These standards are based on our commitment to the ten principles of the UN Global Compact and informed by the Global Reporting Initiative's sustainability performance indicators. In seeking compliance with these standards we hope to extend the standards by which we report throughout our supply chain.

Labour/workplace management

- The supplier will comply with all relevant local and national laws and regulations with regard to employment practices, benefits, health and safety and anti-discrimination.
- The supplier will have written labour / workplace management policies and standards.
- The supplier will strive to provide a workplace free of direct or indirect discrimination, harassment or bullying.
- The supplier will not use child, forced or involuntary labour in any form.
- The supplier will be committed to the provision of training and development for its employees.
- The supplier will provide fair pay and working conditions.
- The supplier will consider the needs, risks and requests of its employees.

Supply chain

- The supplier will adopt similar principles to these in dealing with their own key suppliers, such as high spend, strategic and high-risk suppliers.

Risk management

- The supplier will have a written business continuity plan integrated across the business and regularly tested.
- The supplier will have a written emergency response plan integrated across the business and regularly tested.

Occupational health and safety

- The supplier will comply with all relevant local and national laws and regulations with regard to occupational health and safety and the provision of health related benefits to employees.
- The supplier will have written health policies and standards.
- The supplier will have a documented system to identify and reduce work-related injury and illness.

Environment

- The supplier will comply with all relevant local and national laws and regulations with regard to land and water management, waste and recycling, the handling and disposal of toxic substances, discharges and emissions, noise, transportation of products, waste and materials, material selection, environmental issues management and community consultation.
- The supplier will have a written environment policy and an environment management system if any of the above regulations are relevant to their operations, products and/or services.

Corporate governance and ethics

- The supplier will comply with all relevant local and national laws and regulations with regard to bribery, corruption and prohibited business practices.
- The supplier will conduct their business in accordance with high ethical standards.
- The supplier will provide a formal complaints management process for significant stakeholder groups.
- The supplier will have effective and transparent allocation of responsibilities between board and management, where an applicable organisational structure exists.
- The supplier will disclose material matters concerning products/services supplied to FXA.

Community engagement

- The supplier will have a reasonable and stated understanding of how they impact the communities in which they operate and conduct business in a way that builds social engagement, development and growth.