

SUPPLIER MANUAL

Date: 1st August 2023

Issue: 1

Approved By: G. McDonell

Supplier Code of Conduct

Background

Zenith Interiors is committed to conducting business honestly and fairly and in compliance with all laws and regulations. Zenith Interiors also has a strong commitment to sustainability, promoted through a positive impact on the environment, society and economy in which we operate.

This Supplier Code of Conduct sets out Zenith Interiors' expectations of its Suppliers. It applies to all Suppliers, including all organisations and sub-contractors providing goods and services to Zenith Interiors, based in Australia, New Zealand, China and overseas. We expect Suppliers to drive these expectations throughout their own supply chains. Zenith Interiors will provide support to Suppliers with development of their capabilities in these areas.

Our expectations

Suppliers must comply with local, national and international laws and regulations that apply, and Zenith Interiors expects Suppliers to adhere to the following standards:

1. Fair operating practices

Zenith Interiors will only conduct business by lawful and ethical means, including respect of payment terms, equal access to business opportunities for all suppliers, fair contractual terms, respect of property rights, prevention of fraud, corruption and conflicts of interest. Zenith Interiors expects the same behaviour from our Suppliers. Suppliers are expected to avoid any situations involving divided loyalty or a conflict between their personal interests and those of Zenith Interiors. Please refer to our Code of Conduct Manual. (Ref. ML01M4).

2. Workplace Health and Safety

Zenith Interiors take workplace health and safety very seriously and are certified to ISO45001:2018 Occupational Health and Safety. As part of our supplier selection process, we expect Suppliers to provide a safe and healthy workplace for their employees and contractors, and to have documented health and safety policies and procedures in place, together with appropriate safety equipment.

When on Zenith Interiors sites, all Zenith Interiors policies must be complied with, and hazards and incidents relevant to Zenith Interiors' operations and supply chains must be reported. Zenith Interiors will not tolerate anyone taking illegal drugs onto our sites, nor anyone carrying out Zenith Interiors business while impaired by drugs including alcohol. (Refer our PL-06P - Drug and Alcohol Policy)

3. Environment

Zenith Interiors are certified to ISO14001:2014 – Environmental Management System. Our goal is to protect the environment in which it operates by minimising the impact of our activities, and we expect Suppliers to do the same. Suppliers must manage their environmental impacts, as well as their resilience to weather and climate change, and have documented environmental policies and procedures in place. When on Zenith Interiors sites, all hazards and incidents relevant to Zenith Interiors operations and supply chains must be reported.

4. Human rights

Zenith Interiors is committed to upholding human rights and understands that operations and supply chains are complex. This commitment is reflected in our own Modern Slavery Policy (Ref. PL-33P)

We expect our Suppliers to identify any potential or actual adverse impacts their operations may have on human rights and to implement prevention, mitigation and remediation processes. Suppliers should maintain a complete set of records to trace the supply chain of all goods and services provided to Zenith Interiors. In addition, Zenith Interiors values Suppliers that seek to contribute to the social, economic and environmental improvement of communities around our sites.

5. Diversity and inclusion

Zenith Interiors is committed to providing an inclusive and diverse workplace where people are treated fairly and equitably, with respect and free from discrimination, harassment, bullying or victimisation. (Ref PL-30P – Diversity and Inclusion Policy). We have the same expectation of our partners.

Zenith Interiors tracks the performance of our suppliers on gender equity. Suppliers should commit to employing and developing a diverse and inclusive workforce including gender equity to a level of at least the industry average on overall gender ratios.

Zenith Interiors values engaging and working with social enterprises which seek to progress diversity, Zenith Interiors encourages our suppliers to do the same.

Supplier acknowledgement/agreement

All new and existing Suppliers are required to comply with this Code and demonstrate their commitment to doing so.

Zenith

Monitoring

Compliance with this Code will be used as part of Zenith Interiors' supplier evaluation, selection process. In addition, Zenith Interiors may set sustainability requirements that are specific to a product or service and require Suppliers to provide detailed information about how they meet these requirements in their operations and extended supply chains.

Corrective Action

When a Supplier does not meet our requirements, corrective action plans shall be established, and progress will be monitored. Zenith Interiors will support Suppliers in developing their capabilities.

Zenith Interiors will terminate the relationship with Suppliers that knowingly violate this Code.

If Suppliers have any concerns about compliance with this Code, they are encouraged to raise the matter directly with Zenith Interiors. Such reports will be treated confidentially to the extent possible, consistent with Zenith Interiors' obligation to deal with matters transparently and lawfully.

Breaches of this Code should be reported to senior management within the Supplier's organisation, who in turn should raise it with Zenith Interiors senior management. If the matter cannot be handled through this process, Zenith Interiors' and our Whistleblower Policy will be utilised. (Ref. PL-31P)

Supplier Acknowledgement

All Zenith Interiors suppliers shall acknowledge that they have read our Supplier Manual and agree to abide by it at all times by signing below and returning it via email to our Chief Sustainability Officer, Mr. Tom Jovanovski at Tom.Jovanovski@zenithinteriors.com

Our company: *(Insert Name)*

Agree to abide by this supplier manual at all times whilst a supplier to Zenith Interiors.

Signed by: *(Insert Name)*

Job Title: *(Insert Title)*

Date: *(Insert Date)*