

Purpose

The purpose of this Code of Conduct is to confirm our commitment to sustainable procurement and business practices and to outline the expectations and standards that H J Asmuss & Co Ltd requires of its suppliers. This document serves to provide guidance to ensure that all suppliers operate in a manner that is ethical, sustainable, and aligned with our company's values.

Suppliers are responsible for communicating this Code of Conduct to their relevant staff, ensuring compliance and taking appropriate actions to address non-compliance. It is a requirement that our suppliers review and confirm acceptance by signing and returning the acknowledgement form attached.

This policy is effective immediately and replaces all existing policy statements and will remain current until replaced by an authorised revision.

Quality Assurance & Control

H J Asmuss & Co Ltd expects its suppliers to:

- Ensure that all products and services provided meet the specified quality standards and comply with relevant regulations and industry guidelines.
- Implement and maintain an effective quality management system to monitor and improve product quality.
- Conduct regular inspections and testing to ensure consistency and reliability of products supplied.
- Promptly investigate and resolve any quality issues and take corrective actions to prevent recurrence.
- Provide documentation as evidence of compliance with quality and product certifications, plus process control measures upon request.

Ethical Behaviour:

H J Asmuss & Co Ltd expects its suppliers to:

- Act with integrity and in accordance with relevant laws, regulations and ethical standards.
- Be transparent about ethical policies and practices.

- Have a zero tolerance towards any form of bribery, corruption, extortion, or embezzlement. Ensuring that no bribes, inducements, kickbacks or gifts and hospitality are paid or provided in respect of their business dealings.
- Adhere to high standards of fair business and competition, including not engaging in any collusive price-fixing, price discrimination and other unfair trade practices in violation of applicable laws.
- To ensure products supplied do not contain any 'conflict minerals' (tin, tungsten, tantalum and gold) mined in conditions of armed conflict and human rights abuses.

Labour and Human Rights

H J Asmuss & Co Ltd expects its suppliers to:

- Follow international human rights standards in their own workplace and monitor and address these standards within their supply chain.
- Comply with New Zealand employment laws, regulations to ensure a workplace free from unlawful discrimination. (If operations are based in New Zealand).
- Confirm that their operation and supply chain is free from any form of modern slavery and/or worker exploitation. Ensure all workers are voluntarily employed, lawfully entitled to work and not under any form of duress, forced, coerced, bonded, indentured or involuntary labour.
- Not use child labour (a child being any person under 15 years or under the minimum age for employment under local law).

Health and Safety

H J Asmuss & Co Ltd expects its suppliers to:

- Comply with workplace health and safety laws and regulations and maintain healthy and safe work environments.
- Foster a culture of safety, ensuring the integration of sound health and safety management practices into their business. Continually assessing and mitigating risks to prevent accidents and ensure the well-being of their workforce.

Environmental Sustainability

H J Asmuss & Co Ltd encourages suppliers to establish environmentally responsible business practices, products and services and to proactively improve their environmental performance.

H J Asmuss & Co Ltd expects its suppliers to:

- Conduct their business in accordance with all applicable environmental laws, permits, regulations and standards to mitigate impacts on, and protection of, the environment.
- Minimise waste of all types, including water and packaging by practices such as modifying production, offsetting, maintenance, innovation, conservation, recycling, reuse and repurposing.

End of Document

Version	Date Issued	Reason for update
1	25/07/2025	Original issue.

Acknowledgement of Supplier Code of Conduct

I, the undersigned, acknowledge that I have received, read, and understood the Supplier Code of Conduct provided by H J Asmuss & Co Ltd. I agree to comply with the standards and expectations outlined in this document and ensure that my organization adheres to these principles in all business dealings with H J Asmuss & Co Ltd.

Supplier Name: _____

Authorised Representative Name: _____

Title: _____

Signature: _____

Date: _____