



**Port of Tauranga**

Connecting New Zealand and the World

# Supplier Code of Conduct

**15 December 2023**

## Introduction

Port of Tauranga Limited (POTL) maintains close relationships with our suppliers and sub-contractors, characterised by mutual respect and fairness. At POTL we are committed to the highest standards of social and environmental responsibility, ethical conduct and “doing the right thing”. In selecting our business partners, we only choose those who show the same commitment to social and environmental responsibility and ethical conduct as that of POTL.

## Scope

This Supplier Code of Conduct (Code) sets out the minimum expectations that POTL has for all of our suppliers regarding their social, environmental and ethical business practices. POTL strongly encourages suppliers to exceed the requirements of this Code and promote best practices and continuous improvement throughout their operations.

POTL reserves the right to verify compliance with the Code and expects suppliers to cooperate and provide supporting evidence if necessary. Breaches of this Code may negatively impact a supplier’s business relationship with POTL and could result in contract termination.

## Code Standards

### Business Integrity

To meet social responsibilities, suppliers are expected to conduct their business in an ethical manner and to act with integrity. We expect our suppliers to:

- Conduct themselves with integrity and comply with all applicable laws and regulations.
- Not practice or tolerate any form of corruption, extortion or money laundering.
- Not offer or accept bribes or other unlawful incentives to/from their business partners.
- Conduct their business in line with fair competition.



## **Health and Safety**

At POTL, safety is our number one priority and above all else, we value human life. We expect our suppliers to:

- Comply with all workplace health and safety laws and regulations and maintain a safe working environment for their workers and anyone else affected by their operations.
- Ensure that their workers, contractors, suppliers and consultants understand and follow health and safety policies, standards and procedures that apply to their operations at all times.
- Ensure that their workers, when at a POTL site, comply with all POTL's health and safety policies and procedures, and have completed all relevant inductions.
- Consult, co-operate and co-ordinate with POTL as a person conducting a business or undertaking (PCBU) on matters relating to health and safety, when required.

## **Labour and Human Rights**

Suppliers are expected to protect the human rights of their workers and to treat them with dignity and respect. We expect our suppliers to:

- Ensure the wellbeing of their workers by complying with the legal requirements on working hours, paying workers in a timely manner, providing fair pay and working conditions.
- Comply with fundamental human and labour rights and not tolerate any use of forced or compulsory labour, servitude or child labour.
- Treat all their workers fairly, equally and not engage in any form of discrimination based on sex, race, colour, religion, sexual orientation, age, union membership or any other distinguishing characteristic.
- Not tolerate any form of physical, psychological, verbal harassment or abuse of workers.
- alcohol in the workplace, or at functions or client/customer premises, or while using company vehicles or equipment, and serious breach(es) of POTL's policy and procedures.

## **Diversity and Inclusion**

- POTL is committed to providing an environment where people are treated fairly, with respect and free from discrimination, harassment, bullying or victimisation. We expect our suppliers to commit to employing and developing a diverse workforce and inclusive workplace.

## Environment

POTL seeks to continuously assess and reduce our environmental impact. We aim to prevent environmental damage and minimise our use of energy and resources. We expect our suppliers to:

- Comply with all relevant environmental legislation and approvals, including POTL resource consents.
- Have processes in place to assess and reduce the environmental impacts of their activities.
- Focus on the reduction of waste, energy and fuel use and water consumption, and pursue greenhouse gas reduction where practical.
- Promote the efficient use of sustainable materials.

## Review

The Board has approved this policy and will regularly review this policy.

<b>Approved:</b>	Audit Committee
Policy Owner:	GM Corporate Services
Effective Date:	15 December 2023
Next Review Date:	August 2024 (or earlier if required)
Approval:	The Chief Financial Officer or the Chief Executive has the authority to approve minor revisions or amendments.