

Supplier Code of Conduct



INTRODUCTION

HQPlantations corporate values of commitment, drive, integrity, respect, and adaptability form the basis of how we do business with all our suppliers.

We are committed to ensuring that our procurement practices are fair, ethical and maintain a high standard of integrity and honesty.

This Supplier Code of Conduct (Code) details our expectations of suppliers and their supply chain in providing goods and services to HQPlantations.

This Code applies to all suppliers of goods and services to HQPlantations and their workers, agents, contractors and subcontractors (collectively referred to as Supplier). HQPlantations expects Suppliers to meet, and work to exceed, the minimum requirements set out in this Code.

HQPlantations is committed to sourcing goods and services in a responsible, fair, and sustainable manner and working with Suppliers to achieve this commitment. We view our Suppliers as partners and care about the way they do business. Working together, all of us will do business the right way – which is in line with HQPlantations *Growing Together Culture*.

Set out below are HQPlantations minimum requirements of Suppliers:

GOVERNANCE & ETHICS

At HQPlantations, we are committed to ethical governance and legal compliance.

We expect our Suppliers to be committed to:

- complying with all relevant laws in all areas of the Supplier's business and operations, including corporate governance, health and safety, employment, and environment;
- ensuring management is responsible and accountable for maintaining a high level of corporate ethics;
- employing reasonable measures and controls to ensure there is no bribery or corruption of any form, including facilitation payments;
- disclosing any actual, potential, or perceived conflict of interest in regard to any dealings with HQPlantations;
- keeping accurate records and ensuring that information provided is a true and accurate reflection of their operations, supply chain and business dealings;
- ensuring workers have an accessible mechanism to report grievances and are made aware of

HQPlantations Whistleblowers Protection Policy;

- ensuring that information gained in a professional capacity is only used for the intended purpose and not for personal gain;
- not offering excessive gifts or entertainment to HQPlantations or any related person or company;
- ensuring there is adequate preparedness and continuity plans to minimise business impacts including safeguarding the Supplier's workers, operations, and security of supply in times of natural events, endemic diseases, and unforeseen events; and
- not acting or speaking on behalf of HQPlantations, representing themselves as HQPlantations, unless expressly permitted by HQPlantations.

HUMAN RIGHTS & WORKPLACE CONDITIONS

A HQPlantations, we are committed to respecting human rights, fostering a culture of diversity and inclusion, and complying with workforce laws.

We expect our Suppliers to be committed to:

- managing the Supplier's operations and supply chains in a manner that upholds the United Nations' (UN) Universal Declaration of Human Rights;
- respecting the rights and freedoms of all workers and ensuring there is no forced or bonded labour;
- preventing and ending all forms of modern slavery, child labour and human trafficking in their supply chains;
- building and fostering a culture in which diversity is valued;
- protecting workers legal rights and complying with Australian employment laws and regulations including:
 - providing fair working conditions and freedom of association;
 - ensuring payment of lawful wages including equal pay for equal work; and
 - ensuring all workers are provided with written information about their employment conditions in respect to wages before they enter employment;
- maintaining a work environment free from all discrimination including attributes of race, religion, age, gender, national origin, marital status, sexual orientation, gender identity, disability, and pregnancy;

- ensuring there is no bullying or harassment in the workplace; and
- treating people with respect and dignity and acting professionally in all dealings.

HEALTH & SAFETY

At HQPlantations, we are committed to the goal that “Every day, everyone returns home safe”.

We expect our Suppliers to be committed to ensuring:

- workers are provided with a safe and healthy work environment;
- the Supplier exercises due diligence to ensure compliance with all health and safety legislation, standards, and codes of practice;
- the Supplier has an operational Health & Safety Management System, and that safety is integrated into all aspects of the business;
- all workers are trained in risk management including the ability to identify hazards and implement controls to reduce the risk so far as reasonably practicable;
- all safety events are reported; and
- continuous improvement in health and safety work practices.

ENVIRONMENT

At HQPlantations, we care for the environment and are committed to a sustainable future and good forest stewardship.

We expect our Suppliers to be committed to:

- complying with relevant environmental laws and regulations;
- ensuring that the environmental impact of the Supplier’s operations and supply chain is minimised or otherwise mitigated;
- respecting the rights and aspirations of Indigenous peoples;
- ensuring environmental risks and impacts are identified and where possible mitigated and where not, managed; and
- continually striving to improve environmental and resource management.