



## **NH Foods Australia Pty. Ltd.**

Level 1, 107 Mount street  
North Sydney NSW 2060 AUSTRALIA  
Telephone: 02 8918 0000  
Fax: 02 9954 4489

# NH Foods Group Sustainable Procurement Guidelines

## Implementation of the Guidelines

Based on the NH Foods Group Sustainable Procurement Policy, we at NH Foods Group are working to strengthen cooperation with suppliers to promote responsible procurement that takes into account the safety of products and services, as well as social and environmental issues.

We have established the NH Foods Group Sustainable Procurement Guidelines as we believe that not only actively promoting our activities but also working together with the members of the supply chain will be more effective in realizing a sustainable society.

We look forward to the understanding and cooperation of our suppliers with the Guidelines as you work together with our company to build a sustainable supply chain.

## 1. Comply with laws and social norms and build systems for compliance

We comply with laws, regulations, and social norms. In addition, we build systems for such compliance.

- Compliance with laws and regulations and respect for culture and customs
  - We strive to accurately understand international rules, laws, regulations, histories, cultures, customs, and so on of each country and region and comply with and respect them.
- Establishment of Business Continuity Plan Systems
  - We will establish a system that enables us to continue or quickly restore important operations and businesses in the event of a disaster.
- Dissemination of financial and non-financial information
  - We will appropriately disseminate financial and non-financial information in response to requests from society and stakeholders for transparency and accountability in corporate activities.
- Building sound relationships in domestic and international politics and with government
  - In order to prevent corruption, the company controls gifts and entertainment for public officials and persons equivalent to them, and maintains a healthy relationship with them.
- Response to antisocial forces
  - We make organizational responses and maintain a resolute stance regarding antisocial forces that may threaten public order and the safety of civil society.
- Respect for intellectual property rights
  - We will make effective use of our intellectual property and respect the intellectual property rights (patent rights, trademark rights, design rights, utility model rights, copyrights, trade secrets and other intellectual property rights, etc.) of third parties, and will not infringe upon them.
- Contact point for external consultation
  - Our company strives to establish a system that allows persons related to business partners to report directly to and consult with a dedicated department or a contact point established outside the company, when they know

of behavior or information that transgresses social norms. At the same time, we will maintain confidentiality and ensure absolutely no adverse treatment is incurred.

- Compliance with insider trading regulations
  - We will comply with insider trading regulations and will not engage in conduct that could arouse suspicions of insider trading in a third party.
- Network security
  - We will take protective measures against network threats and manage the network so that our company and other companies are not harmed.
- Managing information
  - We strictly control and appropriately use confidential information such as personal information and trade secrets. Confidential information obtained from suppliers shall be used only under agreed terms of use.
- Coexistence with local communities and residents
  - We conduct business that takes into consideration the health and safety of the local environment and residents.
- Social contribution activities
  - We listen to the opinions of society and stakeholders and contribute to the sustainable development of international and local communities.

## 2. Ensuring the quality and safety of products and services

We strive to enhance product safety and quality in accordance with The NH Foods Group's Quality Assurance Policy.

- Ensuring the safety of raw materials, other materials, and products
  - We check and investigate the safety of raw materials, other materials, and products and confirm proper implementation of quality control by suppliers.
- Proper labeling and information disclosure
  - We collect and verify information relating to the safety, quality, and standards of raw materials, accurately record that information, and properly disclose it in labeling.
  - We do not use labeling or language relating to products and services that can give rise to misunderstanding.
- Appropriate response in the event of product accidents and distribution of defective products
  - We will establish a system for disclosing information in the event that we are aware of the occurrence of product accidents and defective products or the fact that there is a possibility of such occurrence, contacting the competent authorities, recalling products, and taking safety measures regarding suppliers.
- Control of chemical substances in manufacturing processes, products and services
  - We appropriately manage chemical substances that are harmful to the human body and are aware of the amount of chemical substances handled.
- Use of raw materials not connected to conflicts or crime
  - We prevent the use of products connected with crime or conflicts (such as raw materials connected with inhumane acts and conflict minerals).
- Animal welfare
  - We work to improve animal health worldwide in accordance with the NH Foods Group Animal Welfare Policy.

### 3. Fair and equitable transactions

We judge products, services, results, prices and reliability, etc. in a comprehensive manner. Also, we establish fair and equitable opportunities for entry into the market.

- Selection of business partners
  - When selecting business partners, we make decisions by comprehensively judging quality, services, prices, results, reliability, etc.
- Prohibition on the provision of improper benefits
  - We do not give or accept gifts or entertainment that could be seen as improper from a third-party perspective.
- Ensuring fair and free competition
  - We provide fair opportunities for entry into the market so that business partners can provide their products and services in accordance with their own intentions.
- Prohibition on abuse of dominant bargaining position with business partners
  - We do not improperly use our dominant bargaining position to cause disadvantage to business partners. We always engage in fair transactions with other companies.
- Prevention of competition law violations
  - We do not engage in bid-rigging or cartels in our business activities.
- Prohibition of conflicts of interest
  - In situations where the interests of the company are at odds with self-interest, it is prohibited to damage the interests of the company and enjoy personal benefits.

### 4. Respect for human rights

We respect and give serious consideration to international standards and opinions regarding human rights.

- Respect for human rights and prohibition of discrimination
  - We respect human rights and do not conduct discrimination, abuse, corporal punishment, harassment or inhumane treatment on the basis of race, color, ethnicity, sex, age, nationality, political views, religion, beliefs, family lineage, immigration, against children, the elderly, indigenous peoples, the poor, persons with HIV/AIDS, or on the basis of pregnancy, childbirth, marital status, health status, social status, disability, job type or employment status, or sexual orientation. In addition, we do not discriminate in the provision of opportunities related to employment, treatment, human resource development, career advancement, working hours, or the right to take paid leave.
- Avoidance of complicity with and promotion of human rights violations
  - Our business activities, products and services do not contribute to or promote human rights violations of consumers or local communities.
- Respect for indigenous lives and communities
  - We respect the unique cultures and histories of indigenous peoples and minorities, and observe local laws and international standards.
- Payment of decent wages
  - We pay the minimum wage, overtime wages, and extra wages according to the actual circumstances of the country or region.
- Proper management of working hours and promotion of the acquisition of paid leave

- We promote the appropriate management of working hours and the acquisition of paid leave in accordance with laws and regulations and rules agreed in advance.
- Prohibition of forced labor
  - We do not compel employees to do work against their will, compel labor that restricts freedom to resign from the company, compel forced labor using unjust means of restraint, or compel overtime work. In addition, we will not illegally keep identification cards or collect deposits.
- Prohibition of child labor
  - We do not employ children under legal working age in the countries or regions where we operate. In addition, we will not allow children to work in ways that undermine their health, safety and morals.
- Respect for traditions and customs
  - We will respect the traditions, customs, and religious customs of the countries and regions in which we operate, and will not interfere with them through uniform rules of employment.
- Respect for the right of collective bargaining and freedom of association
  - We respect the freedom of employees to associate without reprisal, intimidation or harassment, the freedom to join a trade union, and the freedom to protest, and we provide the opportunity for dialogue between labor and management.
- Protection of privacy
  - We appropriately manage and protect the personal information of customers and employees.
- Establishment of internal reporting system
  - We will establish a system in which employees who have suffered compliance issues such as violations of laws and regulations or misconduct, or have suffered human rights or labor infringements, can directly report to or consult with a help desk set up in a dedicated department in our company or outside the company. At the same time, we will maintain confidentiality and ensure absolutely no adverse treatment is incurred.

## 5. Promotion of health management and occupational safety and health

We support employees' health maintenance and promotion activities and promote the creation of a vibrant work environment.

- Ensuring healthy work environments
  - We comply with national and local labor laws and regulations, understand the risks of accidents that occur during work and of the generation of hazardous chemical substances, noise, odors, etc., and take appropriate safety measures (statutory inspections, management of handling of chemical substances, countermeasures against hazardous work, designation of protective equipment, etc.). We also implement mental health measures for employees.
- Employee education and training
  - We provide workplace safety and health education for employees to prevent the occurrence of occupational accidents. We also aim for workplaces with good communications so that employees can discuss problems in the workplace.
  - We provide education to raise the skills of each employee not only to ensure occupational safety and health, but also to create workplace environment where employees can play an active role.
- Preventing excessive work
  - We comply with national and local labor-related laws and regulations and prevent excessive work by employees.
- Emergency and disaster measures
  - We prepare the environment and equipment for emergencies and disasters, and provide regular training.

## 6. Consideration for the Global Environment

We work to decrease environmental impact with parties in the supply chain in accordance with the NH Foods Group Environmental Policy to realize a sustainable society.

- Promoting development and procurement of environmentally-conscious products and services
  - We strive to develop environmentally-conscious products and services and select environmentally-conscious products and services in procurement.
- Management and control of generation of wastewater, sludge, and exhaust emissions
  - We establish voluntary environmental impact reduction targets at or above the levels specified by national and local laws and regulations, prevent pollution, monitor and control wastewater, sludge, exhaust emissions, etc., and work to reduce emissions.
- Sustainable and efficient use of resources (energy, water, raw materials, etc.)
  - We set voluntary targets for energy and resource conservation, and work to reduce the use of resources and reuse them to reduce environmental impact.
- Reducing GHG (greenhouse gas) emissions
  - In response to climate change, we set voluntary reduction targets for greenhouse gases such as carbon dioxide, methane, and fluorocarbons and work to reduce them.
- Identification, management, reduction, responsible disposal and recycling of waste
  - We control the amount of waste generated and set voluntary reduction targets to reduce it.
- Environmental preservation in local communities
  - We comply with laws, regulations, and standards established by national and local governments. In our business activities, we give due consideration to the health and safety of persons who live near our business sites and to the preservation of environments in local communities.
- Preserving biodiversity
  - We strive to preserve ecosystems in the regions where we conduct business and where we procure products and raw materials and work to understand, maintain, and improve conditions relating to biodiversity.

Created on April 1, 2017  
Revised on October 1, 2022