



## CODE OF CONDUCT

### Our Commitment:

We are committed to ensuring that our products are sourced ethically and responsibly, working with suppliers to continuously improve social and environmental practices within the entire supply chain. Our ambition is to provide customers with a wide range of home improvement and garden products at 'Always low prices', backed with the best service. By living our values and operating sustainably, we will continue to "build the best", working closely with our suppliers and business partners to achieve long term, sustainable supply chains that deliver benefits to all stakeholders involved in the manufacture and supply of products to Homebase.

Our trading terms require that all suppliers and vendors of our products adhere to this Code of Conduct. This is applicable to all suppliers, vendors, their subcontractors and other business partners that are involved supplying finished goods for resale and goods not for resale.

### Ethical Sourcing Program

Our Ethical Sourcing Program outlines a minimum set of standards, assessment and monitoring processes that are aligned with Wesfarmers and other globally accepted good practice standards.

This program provides a framework for us to assess factory working conditions to ensure that factories meet or exceed minimum local standards. It also acts as a model process for our suppliers who may be undertaking the establishment of their own Ethical Sourcing Program, to assist compliance with our trading terms requirements.

Our expectation is that all suppliers and vendors (including subcontractors) who manufacture and or supply finished goods for resale, must adhere to the below outlined Ethical Sourcing Program that is relevant to their supply chain and is aligned with minimum standards.

All vendors must meet the minimum standard requirements of this code of conduct and our Ethical Sourcing Program.



## Minimum Standards

**Legend:** Supplier: Agent, Trading House  
Vendor: Manufacturer, Factory

### 1. Employment Conditions:

A. Child Labour: Suppliers and Vendors shall not use child labour. This refers to a person at an age younger than 15 years.

Child Labour is defined as the recruitment, hiring and employment of workers under the minimum working age or the age stated above.

#### B. Forced/Bonded Labour:

Employment is freely chosen, we do not accept any forms of forced, bonded, involuntary prison labour or illegal labour in the production of goods and services. Workers shall not be required to lodge deposits or their identity papers with their employer and should be free to leave their employer after reasonable notice in line with local statutory regulation.

We are committed to ensure human rights are respected and slavery or human trafficking is not taking place in our supply chain, the below statement is applicable to all suppliers and vendors providing goods and services:

<http://www.homebase.co.uk/direct/pdf/Modern-Slavery-Statement.pdf>

#### C. No Harassment/ abuse or Discrimination:

Every worker shall be treated with respect and dignity. Under no circumstances do we accept the use by our suppliers, their subcontractors or other business partners of humiliating or corporal punishment, and no employee shall be subject to physical, sexual, psychological or verbal harassment or abuse.

No worker shall be discriminated against in employment or occupation on the grounds of sex, race, colour, age, pregnancy, sexual orientation, religion, political opinion, nationality, ethnic origin, disease or disability.

#### D. Wages and Benefits:

Wages and benefits for a standard working week must meet, as a minimum, any applicable local laws or industry practices, whichever is higher. Wages must be paid regularly and on time. No unfair deductions to be allowed and record keeping shall be accurate and transparent.



#### E. Working Hours and Leave:

Working hours shall comply with applicable local laws. Workers shall not work more hours in one week than allowable under local laws. Overtime shall be voluntary, shall not be excessive, shall not be demanded on a regular basis and shall be compensated as prescribed by local laws.

Workers shall be granted and correctly compensated for any types of paid leave to which they are legally entitled. Examples of such leave include annual leave, maternity, parental and sick leave. Employers will also cover the insurance requirements of workers consistent with local laws.

#### F. Migrant Workers:

Migrant workers shall have the same entitlements as local workers as stipulated by local law. Any commissions and other fees in connection with employment of migrant workers must be covered by the employer. The employer must not require the worker to submit identification documents.

Workers employed through a third party agent or contractors are the responsibility of the supplier and vendors, and are thus covered by this code.

#### G. Freedom of Association:

Vendors/Suppliers acknowledge that workers have the right to join or form trade unions of their own choosing and to bargain collectively.

Employers must adopt an open attitude towards the activities of trade unions and their organisational activities. Workers representatives shall not be discriminated against and have access to carry out their representative functions in the workplace.

## **2. Workplace Conditions:**

#### A. Health & Safety:

Vendors must provide workers with a safe and hygienic working environment, taking into account the prevailing knowledge of the industry and of any specific hazards and will provide plant and systems of work that are safe and without risks to health. Workers have the right to refuse work that is unsafe.

We require our Vendors and other business partners to make employees safety a priority at all times, no hazardous equipment or unsafe buildings are accepted.

This will include an adequate number of unlocked, freely accessible and clearly marked exits for emergency evacuations, properly maintained firefighting equipment and relevant first aid equipment which must be regularly available.

Workers shall receive adequate and regular training to perform their jobs in a safe manner.





**B. Accommodation:**

If the supplier provides accommodation facilities for its employees, the requirements regarding fire safety, cleanliness and basic needs should also cover the dormitory. The dormitory must be separated from the workplace including material storage areas and have a separate entrance. Workers should have free access to the dormitory.

**C. Toilets & Facilities:**

Vendors will ensure access to clean toilet facilities and to clean drinkable water, if appropriate sanitary facilities for food storage shall be provided.

**D. Equipment:**

Vendors will ensure that personal protective safety equipment is available and workers are trained in its use. Safety guards on machinery must meet or exceed local laws.

**3. Management Controls:**

**A. Sub-Contractors:**

Suppliers and Vendors are obliged to keep us informed at all times where each product is being produced or assembled, including subcontracting assembly centres.

Vendors must ensure that all subcontractors, and third party vendors providing materials or labour in the manufacture of goods ordered by us must comply with the Ethical Sourcing Code.

No un-authorized subcontracting is allowed, suppliers and vendors must ensure that any subcontracting with a third party is approved by us.

Home based work is expressly prohibited without specific approval by Bunnings.

**B. Environment:**

Vendors, as a minimum, must meet all relevant local and national environmental legislation, and strive to comply with international environment protection standards.

**C. Ethical Standards:**

Vendors must demonstrate a higher degree of professionalism and have a close affinity with our business ethics. In particular, honesty, fair dealing and proper treatment of workers are required at all times. Bribes, favours, benefits or similar unlawful or improper payments, in cash or kind are strictly prohibited, whether given to obtain business or otherwise.



#### D. Compliance with Local Laws:

We require all vendors to comply fully with the legal requirements of the countries in which they operate. All requirements in this Ethical Sourcing Code are in addition to compliance with applicable local laws.

We are committed to working in partnership with our suppliers and vendors to help achieve compliance with the policy. We will work collaboratively with supplier or facilities that may not yet meet the minimum standards but are open to improvement and genuinely commitment to rectify issues within agreed timeframes.