



# Supplier Code of Conduct

---

Planet Innovation

January 2022

---

## 1. Introduction

This Supplier Code of Conduct applies to any organisation that contracts with any entity of the Planet Innovation Group to supply goods or services to Planet Innovation (“PI”). It also applies to organisations that contract with Planet Innovation for the purposes of serving our clients and customers, and where PI enters into business relationships to promote PI products and services in the market.

---

## 2. PI mission and expectations

Planet Innovation (PI) creates breakthrough products and commercially successful businesses that transform industries and have a positive impact on the world. We are committed to building a respectful, responsible and ethical culture as an integral part of achieving commercial success for us, our clients and customers. We also recognise the value this brings to how our people work at PI and live in the community.

PI recognises that our suppliers contribute to our success. To ensure the sustainability and future development of our mission, we have developed this Supplier Code of Conduct (“**Supplier Code**”)

At PI, we expect our suppliers to meet the minimum standards outlined in this Supplier Code in connection with the operation of their business. Suppliers are expected to be familiar with, understand and ensure their own practices align to these standards, and that they operate in compliance with all local and foreign laws, rules and regulations of the jurisdictions in which they do business.

Suppliers are required to commit to the Supplier Code as part of their registration and ongoing relationship with PI and have a willingness to demonstrate continuous improvement where they believe they cannot adhere to all the requirements outlined below.

For clarity, the Supplier Code does not seek to supersede any specific contractual or regulatory requirements that may apply.

---

## 3. Ethical Business Practices

PI has no tolerance for all forms of corruption or attempts to gain improper influence. We apply ethical business practices and expect the same of our suppliers.

Suppliers must:

- comply with all anti-bribery, anti-corruption and anti-money laundering laws.
- not engage in any fraud, corruption or unlawful collusion, directly or indirectly.
- demonstrate that they have policies and practices in place to prevent bribery, dishonest, corrupt or improper conduct.
- monitor and manage their supply chains to minimise bribery and corruption risks.
- not engage in any activities that would be in breach of international trade laws for imports and exports, trade practices or competition laws.
- comply with obligations relating to confidentiality and data privacy, and the protection of intellectual property.
- not permit conflicts of interest or inappropriate influence of others to impair objective professional judgments and responsibilities. PI expects that suppliers will voluntarily declare any such conflicts or improper requests or demands involving PI and its employees.

---

## 4. Health and Safety

Suppliers must meet minimum legal requirements for working conditions and the health and safety of workers in the workplace

As part of this, PI expects our suppliers to provide a healthy and safe working environment that integrates sound practices for health, safety and wellbeing management including prevention of accidents and injury.

---

## 5. Human Rights and Labour Force

Our suppliers must comply with all applicable labour and employment laws and regulations, and respect internationally recognised human rights and labour rights laws adopted within the United Nations system.

Suppliers must:

- not engage in any labour hire practices that involve force, compulsion or child labour. A “child” is anyone under the age of 15 or the minimum legal working age in the relevant jurisdiction. All applicable laws and regulations regarding the employment of minors must be satisfied.
- provide fair working conditions including pay remunerations, entitled work breaks, and social benefits which are at least in accordance with local laws, obligations and agreements.
- comply with all applicable laws with respect to employment, superannuation and workers compensation insurance.
- have adequate and reasonable policies and practices to prevent, detect, assess, manage and remedy adverse human rights impacts or human rights breaches in their operations and supply chains.
- commit to information gathering and verification due diligence activities to address modern slavery risk in the provision of goods and services.
- ensure that their workers have freedom of association as permitted by law.
- not unlawfully discriminate and not tolerate unlawful discrimination against any worker based on any status or attribute protected by law including, gender, race, age, religion, disability, sexual orientation or gender identity in their hiring and other employment practices.
- commit to a workplace that is free from workplace bullying, harassment including sexual harassment, victimisation and vilification.

---

## 6. Environment

PI suppliers are expected to make reasonable efforts to minimise negative impacts to the environment through environmentally responsible initiatives and practices including for waste management, resource efficiency and consumption, greenhouse gas emissions, pollution control, and biodiversity.

---

## 7. Compliance

PI expects our suppliers to take reasonable measures to report any material non-compliance with the Supplier Code upon discovery. Material breaches of the Supplier Code are taken seriously and may result in any of the following:

- recommending corrective action and requesting evidence of corrective action taken
- asking the supplier to review or audit its business or supply chain and report its findings to PI
- downgrading the supplier to a non-preferred supplier
- terminating the supplier agreement or future commercial engagement.

Suppliers must ensure that they complete all supplier registration, vetting and due diligence requirements requested by PI from time to time.

---

## 8. Communication and Reporting

### General

PI welcomes any feedback on this Supplier Code and expects our suppliers to raise concerns or seek clarification about any aspect of the Supplier Code.

Suppliers can contact our Purchasing Team using the details below.

Address:

Planet Innovation Pty Ltd.  
436 Elgar Road, Box Hill VIC 3128. Australia,  
Phone: 0061 (03) 9945 7510  
Email: [purchasing@planetinnovation.com.au](mailto:purchasing@planetinnovation.com.au)

### Raising a concern about unlawful conduct

Suppliers and their employees may report genuine concerns of actual or suspected unlawful conduct such as corruption, fraud or other improper or dishonest conduct in relation to Planet Innovation and its business and financial affairs to the Whistleblower Protection Coordinator.

Suppliers can contact the Whistleblower Protection Coordinator using the details below:

Planet Innovation Pty Ltd.  
436 Elgar Road, Box Hill VIC 3128. Australia  
Email: [disclosures@planetinnovation.com.au](mailto:disclosures@planetinnovation.com.au)