



NDB SUPPLIER CODE OF CONDUCT

The 'NDB Supplier Code of Conduct' (NSCC) addresses responsible business practices and legislative requirements across the following areas:

1) Labour and Workplace Management	- Employee working conditions and human rights
2) Occupational Health and Safety	- Providing a safe working environment
3) The Environment	- Awareness & management of material environmental issues
4) Risk Management	- Providing business continuity and protecting employees and the local community
5) Corporate Governance and Ethics	- Standards of practice and appropriate transparency
6) Supply Chain	- Management of the suppliers' own suppliers
7) Community Engagement	- Considering local issues and needs.

1. **Labour and Workplace Management**

Commitment to human rights and fair employment practices in accordance with existing local standards and international standards such as the UN Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, the ILO Declaration on Fundamental Rights at Work, the UN Convention on the Rights of the Child and UNIFEM Women's Empowerment Principles.

Have written labour and workplace management policies and standards.

At a minimum:

- 1.1 The supplier must comply with all relevant local and national laws and regulations with regard to employment practices, benefits, health and safety and anti-discrimination.
- 1.2 The supplier will not use child labour, forced labour or involuntary labour in any form.
- 1.3 The supplier must provide fair pay and working conditions, including adequate rest periods and parental leave, and match prevailing working conditions.
- 1.4 The supplier will give consideration to the needs of, risks to and requests made by employees, as a stakeholder in the operation of the business.
- 1.5 The supplier must be committed to the provision of training and development for employees.
- 1.6 The supplier must strive to provide a workplace free of direct or indirect discrimination, harassment or bullying on the grounds of gender, age, race, nationality or ethnic origin, disability, family responsibilities or parental status, marital status, pregnancy or potential pregnancy, physical appearance, social origin or carer's responsibilities.

2. Occupational Health and Safety

Commitment to maintain and improve the work environment so that it is safe and healthy for all staff, contractors and visitors, with policies and programs that go beyond legislated requirements.

Have written safety and health policies and standards.

Have a documented system to identify and reduce work-related injury and illness.

At a minimum:

- 2.1 The supplier must comply with all relevant local and national laws and regulations with regard to occupational health and safety and the provision of health related benefits to employees.

3. The Environment

Conduct business operations in a way that protects and sustains the environment.

Set environmental targets, report publicly on environmental indicators, and conduct independent audits against appropriate standards or certification schemes.

Take responsibility for the products, processes and services throughout their lifecycle, including product stewardship and extended producer responsibility.

Offer products and services with an improved environmental impact, or willing to develop products and services with an improved environmental impact.

At a minimum:

- 3.1 The supplier must comply with all relevant local and national laws and regulations with regard to the environment, land and water management, waste and recycling, the handling and disposal of toxic substances, discharges and emissions, noise, transportation of products, waste and materials, material selection, environmental issues management and community consultation. This includes environmental permits/licenses and reporting requirements.
- 3.2 The supplier must have a written environment policy.
- 3.3 The supplier must have a written environmental management plan to identify and minimise the impact of their activities on the environment.

4. Risk Management

Prudent risk management.

A written Business Continuity Plan (BCP), to minimise business impacts in the event of major disruption, which is integrated across business units and regularly tested.

A written Emergency Response Plan (ERP), to minimise harm to employees, the local community and local environment in the event of a site disaster, which is integrated across business units and regularly tested.

At a minimum:

- 4.1 The supplier must have a robust risk management framework which incorporates social, ethical and environmental risks into their risk management processes.

5. Corporate Governance and Ethics

Demonstrate a commitment to take account of their own responsibilities with an overall philosophy, approach and policies complementary to those of NDB.

Establish management systems (policies, plans, accounting and reporting mechanisms, and performance measures) which provide for compliance assurance and continual improvement.

Have effective and transparent allocation of responsibilities between board and management, where an applicable organisational structure exists.

Have an Employee Code of Conduct.

Report externally on social, ethical and environmental performance.

At a minimum:

- 5.1 The supplier must strictly comply with all local and national laws and regulations on bribery, corruption and prohibited business practices.
- 5.2 The supplier must conduct their business in accordance with high ethical standards.
- 5.3 The supplier must provide a formal complaints management process for employees, suppliers and members of the communities in which they operate or provide services to.
- 5.4 The supplier must promote timely and balanced disclosure of material matters concerning services provided by the company to NDB.

6. Supply Chain

Set out social, ethical and environmental objectives and/or targets for suppliers and screen and monitor suppliers on this basis.

At a minimum:

- 6.1 The supplier must adopt similar principles to these in dealing with their own key suppliers, such as high spend, strategic and high risk suppliers.
- 6.2 The supplier must adhere to acceptable business practices with their own suppliers, including providing for timely payment and reasonable contractual conditions.

7. Community Engagement

Be responsible to the local communities on which they have an impact and from which they profit.

Engage with community stakeholders with long term, strategic involvement in community partnerships to address key social issues.

At a minimum:

- 7.1 The supplier must understand the issues facing the communities in which they operate, and endeavour to conduct business in a way that builds social capital, and achieves a positive impact.

Nothing in this code limits a supplier's obligations under the terms of their contract with NDB.

It is the supplier's responsibility to achieve and maintain these minimum standards, and train employees on their consequential rights and obligations.

Declaration of Liability Regarding Compliance with the NDB Supplier Code of Conduct

We, the undersigned hereby confirm:

- That we have received and taken due note of the NDB Supplier Code of Conduct of September 2021 and updated the 'Sustainability Checklist' in the Supplier Form.
- That we are aware of all relevant laws and regulations of the country and localities in which our company/business operates.
- That we will inform NDB in case of conflict between provisions of the NDB Supplier Code of Conduct and any applicable laws or regulations in our area of operation.
- That we will observe and conform to the NDB Supplier Code of Conduct in its entirety based on a development oriented approach and without amendment or abrogation.
- That we will inform all of our subcontractors of the contents and requirements of the NDB Supplier Code of Conduct, and that we will ensure that they also comply with the provisions incorporated therein.
- That NDB and any organisations acting on its behalf may carry out audits with or without notice at our business premises and the business premises of our subcontractors at any time.

Furthermore:

- We agree to carry out a self-assessment of our social performance and that of our subcontractors upon the request of NDB and to submit the details of these assessments to NDB, for evaluation.
- We shall notify NDB of the location of all business premises used for the production of goods and / or delivery of services for NDB. We guarantee that the production of goods and / or delivery of services for NDB are carried out exclusively at the locations we have indicated. We understand that failure to inform NDB of the location where work for its products and / or services are carried out is adequate justification for the immediate and unconditional termination of all business and contractual relationships.
- We will use the NDB Supplier Code of Conduct exclusively for purposes relating to business and monitoring activities of the NDB Supplier Code of Conduct and NDB.
- We will not allow any third party that is not involved in the NDB Supplier Code of Conduct compliance/monitoring process, to have access to this manual.

Name of Company:	
Address:	
..... Authorised Signatory/ies	 Authorised Signatory/ies
Name:	Name:
Date:	Date:
Company Stamp/Seal	

This document must be signed by a duly authorised representative of the company and returned to NDB.