



Norship Supplier Ethical Sourcing Guiding Procedure

Prepared By:	Approved By:
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Norship Pty Ltd Values and Commitment

The values of Norship, its affiliates and joint venture partners are founded on the principles of accountability and integrity. Norship expects organisations producing goods and providing services, including any approved subcontractors (collectively “Suppliers”), to follow and adhere to these Supplier Guiding Principles in order to do business with Norship. These Supplier Guiding Principles apply to all Suppliers of Norship. The Supplier Guiding Principles represent Norship’s commitment to source goods and services only from Suppliers who strive to comply fully with all applicable laws and regulations, and those who meet internationally recognised standards and best practices in dealing with their workers and working environment.

All Suppliers of Norship must read, understand and comply with all applicable laws and each of the following principles:

1. Modern Slavery

Modern slavery is the serious exploitation of workers. Norship is committed to ensuring that all of its business dealings are carried out in full compliance with relevant laws and in doing so we endorse the implementation and promotion of ethical business practices to protect workers from abuse and exploitation both within the company and its supply chains.

1.1 Prohibition of Forced Labour, Human Trafficking and Slavery

Suppliers may not use any form of forced labour, including prison, indentured, bonded, military, slave or any other forms of forced labour. In the event a Supplier desires to participate in a program that provides rehabilitation or work programs for incarcerated individuals to supply goods or services to Norship, all elements of any such program must be submitted to Norship for review and written approval by Norship’s Financial Officer. Suppliers may not participate in the recruitment, transportation, transfer, harbouring or receipt of any persons by means of threat, use of force, or any other forms of coercion, abduction, fraud, deception, abuse of power or position of vulnerability, or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person for the purpose of exploitation. Suppliers may not require any workers to remain in employment against their will.

1.2 Prohibition of Child Labour

Partners and Suppliers must ensure that illegal child labour is not used in the performance of work. The term “child” refers to any person under the minimum legal working ages defined by the International Labour Organisation (ILO) or, if older, under the minimum legal working age for employment in the country or jurisdiction where the work is effectively performed.

1.3 Wages and Benefits

Partners and Suppliers must pay workers at least the minimum compensation required by law and provide all legally mandated benefits. In addition to payment for regular hours of work, workers must be paid for overtime at such premium rate as is legally required or, in those countries where such laws do not exist, at least equal to their regular hourly payment rate.

1.4 Freedom of Association and Collective Bargaining

Suppliers must respect the rights of employees to freely associate, organise and bargain collectively in accordance with the employment laws of its local country. Norship encourages communication and direct



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involvement of Suppliers' management and employees regarding working conditions without fear of intimidation, harassment or reprisal.

1.5 Non-Discrimination, Harassment and Abuse

Suppliers should make hiring decisions on the basis of the employee's qualifications to perform the specific job. Supplier must avoid making any decisions relating to hiring, salary, benefits, advancement, discipline, termination or advancement on the basis of the employee or potential employee's race, colour, gender, nationality, religion, age, maternity, sexual orientation or marital status. Employees shall not be subject to verbal, physical, sexual or psychological abuse or any other form of mental or physical coercion. Supplier must not use physical violence or punishment as a form of discipline. Partners and Suppliers also endeavour to provide a working environment that encourages the employment of people with disabilities (subject to local legislation).

1.6 Fatigue Management

Partners and Suppliers should manage workforce fatigue effectively and provide a weekly rest period for all employees.

1.7 Sourcing Practices

Norship is committed to responsible sourcing practices with regard to environmental factors and social responsibility and has the highest commitment to human rights.

2. Health and Safety

Partners and Suppliers should protect the health, safety, and the welfare of their employees, contractors, visitors, suppliers and others who may be affected by their activities.

2.1 Working Environment

Suppliers should maintain a working and housing environment (if the Supplier provides housing) that is sanitary, safe, healthy and in compliance to ISO 45001 or similar compliance planning relating to working and living conditions (if applicable).

Suppliers and partners are required to comply with all applicable laws and regulations in a manner that:

- ✓ Controls local fire code standards and the proper maintenance of all applicable equipment such as alarms and extinguishers;
- ✓ Limits the environmental impact of their operations, particularly by reducing consumption of energy and production of waste and by improving prevention and control of all other potential forms of pollution;
- ✓ Actively manages, prevents and mitigates environmental and health & safety risks (avoid as much as possible use & exposure to hazardous materials, mitigate risks regarding storage conditions, manage possible re-use, re-cycle, transportation or disposal of waste, mitigate exposure to radiation, etc.);

And, more generally, implement all protective measures to prevent any potential risk of damage to human or animal health and to the environment. Partners and Suppliers should protect the health, safety, and the welfare of their employees, contractors, visitors, suppliers and others who may be affected by their activities.

3. Environment

Norship encourages Suppliers to be sensitive to their impact on the environment and local communities by enforcing environmental standards to ISO 14001 or similar compliance planning within its facilities. This extends to the timely and required maintenance of machinery and transportation fleet (where applicable). As such, Suppliers should have an effective, documented environmental policy that complies with applicable environmental laws, rules and regulations in a manner that:



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- ✓ Conserves natural resources, promotes the recycling of materials;
- ✓ Protects the environment in the communities within which they operate and all along their area of impact;
- ✓ Ensures that their goods, works or services do not have a negative/ detrimental impact on biodiversity;
- ✓ Develops a positive contribution to the fight against climate change;

4 . Bribery and Corruption

4.1 Compliance, including but not limited to, matters involving import, export, bribery and corruption concerns

Each Supplier represents and warrants to Norship that all Products supplied have been or shall be produced, packaged, labelled, shipped and documented in compliance with all applicable laws of the respective country in which the goods are produced, packaged and shipped, and all other applicable federal, state and local laws, regulations and administrative rules or orders, including but not limited to those involving or enforced by Customs and Border Protection. Supplier further represents and warrants that it is in compliance with all laws, rules and regulations that are applicable to its relationship with Norship including, but not limited to, Australian and New Zealand laws regulating prohibition of bribery, anti-terrorism, asset controls and corruption, as well as applicable import or export laws, regulations and administrative rules or orders. Suppliers are required to notify Norship in advance of any conflicts of interest which may impact the Supplier's ability to meet compliance requirements. This includes any relationships with foreign officials or a non-Australian or New Zealand government agency. The supplier shall notify Norship immediately in the event of circumstances or changes that would or may affect the supplier's ability to remain in compliance with Norship's compliance standards.

4.2 Conflict of Interest

Suppliers should avoid actions that may result in conflicts of interest, which include offering or providing personal gifts, favours, personal travel expenses, lodging, or other housing, services of any kind, excessive meals and entertainment, or any other thing of value to Norship.

4.3 Anti-Corruption

Suppliers must maintain the highest standards of moral and ethical conduct at all times. Suppliers shall not engage in any form of corrupt practices including, without limitation to, extortion, fraud, impersonation, false declarations or bribery. Bribes, implied or offered, with the intention of obtaining or retaining a business or other improper advantage are not to be offered or accepted.

4.4 Maintain Accurate Records and Audit Rights

Partners and Suppliers are expected to create and maintain accurate records, and not alter any record entry to conceal or misrepresent the underlying transaction represented by it. All records, regardless of format, made or received as evidence of a business transaction must fully and accurately represent the transaction or event being documented.

Records should be retained based on the applicable retention requirements.

5. Management of Standard

5.1 Inspection Right

Suppliers must be able to demonstrate compliance with these Supplier Guiding Principles to the satisfaction of Norship. Therefore, Supplier will maintain reasonable records and documentation of all matters related to their business with Norship in accordance with standard business practices and/or local laws and regulations. Suppliers will permit Norship or parties designated by Norship to inspect all such records and documentation, and the facilities of the Supplier, to independently confirm compliance with these Supplier Guiding Principles.

5.2 Communication



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Suppliers agree to communicate these Supplier Ethical Sourcing Guiding Principle.

6. Standard Enforcement

6.1 Violations

If Norship determines a Supplier has violated these Supplier Guiding Principles, Norship may demand corrective action or terminate its business relationship with the Supplier.

6.2 Reporting of Potential Violations and Violations

All Suppliers are expected to adhere to these Supplier Guiding Principles and report any violations to Norship via the local number below or to the email provided. All reports are kept confidential and callers may choose to remain anonymous in their reporting.

Phone +61 7 4042 5500
admin@norship.com.au

7. Global Trade Compliance

7.1 Import

Partners and Suppliers must ensure that their business practices are in accordance with all national applicable laws, directives and regulations governing the import of parts, components, and technical data in the Supplier's jurisdiction, as well as with other foreign trade controls and/or other trade and economic sanctions.

7.2 Export

Partners and Suppliers must ensure that their business practices are in accordance with all applicable national laws, directives and regulations governing the export or re-export of parts, components, and technical data in the Supplier's jurisdiction as well as with other foreign trade controls and/or to their trade & economic sanctions or restrictions.

7.3 Counterfeit Parts

Partners and Suppliers are expected to develop, implement, and maintain effective methods and processes appropriate to their products to minimise the risk of introducing counterfeit hardware parts and materials into deliverable products.

In addition, Partners and Suppliers shall provide notification to recipients of counterfeit product(s) when warranted and exclude them from the delivered product.

7.4 Supplier compliance

The Supplier authorises the procurement of an investigative background search in accordance with anti-terrorism legislation. The Supplier also certifies that neither it nor any of its funding sources, is or has ever been a terrorist or suspected terrorist, or a person or entity described in the aforementioned legislation. The Supplier understands that Norship will not do business with a Supplier if the Supplier has ever been a suspected terrorist or associated in any way with terrorist activities.

The Supplier also agrees to provide accurate and complete information to Norship to enable it to comply with all of its importation requirements. The Supplier agrees to have read, understood and agrees to the Supplier Guiding Principles and to promptly report any confirmed or suspected violations of these principles to Norship. The Supplier further certifies that materials incorporated into the products it supplies to Norship comply with the laws regarding modern slavery practices including human trafficking, child labour and indentured labour of the country or countries in which it is doing business.



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These Guiding Principles are part of the Suppliers and Partners Assessment process, understanding and adherence to these principles are confirmed by completing and signing the Supplier Assessment Form QA026.

8. DOCUMENT HISTORY:

Version	Version Date	Reason for Document Change
00	12/12/2022	New Document