



Supplier code of conduct



A Auckland
Airport

Introduction

Auckland International Airport Limited (“**Auckland Airport**”) and its related companies are committed to operating in a responsible and sustainable manner. We want to make sure we create environmental, social, cultural and wider economic value as part of ongoing business activity.

Our suppliers are an essential part of our business, providing the goods and services needed to run our operations. We seek to work with suppliers that share our commitment to customers, communities and the environment, whilst ensuring an inclusive, fair, safe, responsible and sustainable approach to business.

This Supplier Code of Conduct (“**Code**”) details our ambition for all suppliers providing products and services to Auckland Airport. Suppliers are expected to be aware of and encouraged to comply with this Code, as well as all other relevant policies and procedures of Auckland Airport and relevant obligations set out in legislation.

Scope

The group that Auckland Airport collectively calls “suppliers” includes suppliers, subcontractors, service providers, professional service providers, consultants, intermediaries and agents. Suppliers must ensure that the practices and principles outlined in Auckland Airport’s Code flow throughout their own supply chains.

Suppliers are responsible for communicating this Code to their employees, their suppliers and taking action to address non-compliance.

1 Standards

Modern slavery and human rights

Auckland Airport supports the protection of human rights and is guided by principles such as those in the UN Global Compact, the United Nations Universal Declaration of Human Rights, UN Convention of the Rights of the Child and the International Labour Organisation (ILO) Core Conventions. Modern slavery is a key human rights risk, both in operations and supply chains. Auckland Airport is committed to ensuring it is not doing business with individuals or companies who knowingly profit from modern slavery. At a minimum, suppliers must:

- Treat their employees fairly, with dignity and respect, and maintain the highest levels of professionalism, honesty and personal integrity in all actions;
- Not discriminate against any worker based on age, disability, ethnicity, gender, marital status, pregnancy, national origin, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by applicable national or local law, in hiring and other employment practices;
- Ensure that all work is voluntary and will not traffic persons or use any form of child, slave, forced, bonded, indentured, or prison labour;
- Conduct their activities in a manner that respects human rights and complies with all relevant laws and regulations in relation to employment practices, human rights, discrimination,

harassment and bullying, including but not limited to the Australian Modern Slavery Act 2018 (Cth), the International Labour Organisation conventions (ILO) and The Human Rights Act 1993;

- Follow all applicable laws and regulations with respect to working hours and days of rest, and shall meet all legal requirements relating to wages and benefits;
- Pay workers lawful wages, including equal pay for equal work;
- Provide employees with the appropriate level of training to perform their role and to comply with this Code;
- Freely allow workers' lawful rights to associate with others, form and join (or refrain from joining) organisations of their choice, and bargain collectively, without interference, discrimination, retaliation, or harassment;
- Promote and maintain a workplace that is free from bullying, harassment and discrimination; and
- Ensure no form of physical, sexual, psychological or verbal harassment or abuse of any kind is tolerated within their organisation.

Ethical business

The standards maintained by our suppliers are critical to delivering our vision of being a responsible and ethical New Zealand business. Suppliers must:

- Comply with all applicable laws and regulations in the location they operate their business;
- Act ethically by engaging in sound practices, respecting others and accepting responsibility for their behaviour;
- Foster an inclusive culture in which diversity is valued and is free from harassment and discrimination;
- Not engage in anti-competitive behaviour, bid-rigging or cartels, corruption, extortion, embezzlement or bribery to obtain an unfair or improper advantage;
- Comply with all legal and contractual requirements;
- Disclose any actual, perceived or potential conflict of interest to Auckland Airport, including any employee or contractor of Auckland Airport who may have a financial or other interest of any kind in the supplier's business; and
- Maintain transparent and accurate financial and business records to demonstrate compliance with applicable laws and regulations as well as generally accepted accounting standards.

Whistle-blower protection and anonymous complaints

Auckland Airport is committed to the principles and practices set out in the Protected Disclosures (Protection of Whistleblowers) Act 2022, so suppliers are expected to ensure employees who wish to disclose any serious wrongdoing may do so in accordance with the act and be protected from any civil or criminal liability in respect of the disclosure or any retaliation or victimisation as detailed in the Human Rights Act 1993.

Health and safety

Health, safety and well-being is important to Auckland Airport, so it expects suppliers to comply with workplace health and safety laws and regulations, maintain healthy and safe work environments and when relevant, living conditions.

Suppliers must:

- Maintain appropriate health & safety processes that comply with all its obligations under the Health and Safety at Work Act 2015 and all other relevant workplace legislation, regulations and guidance issued by the regulator; and comply with Auckland Airport's instructions;
- Integrate sound health, safety and wellbeing management policies, practices and management systems into their businesses. They must be designed to promote the general health of employees, reduce work-related injuries and illness and ensure the safety and quality of all products and services as specified in the supply agreement;
- Ensure while at any Auckland Airport premises, all Supplier personnel must comply with Auckland Airport health and safety policies; and
- Comply with the Auckland Airport Alcohol and Other Drugs Policy by ensuring their employees, agents or subcontractors are aware of this policy and maintain a zero-blood alcohol level and remain drug-free at all times while providing goods or services.

Environmental management

We are proud of our location on the Manukau harbour. We are committed to minimising our impact on the natural environment, and therefore expect our suppliers to:

- Comply with relevant legislation and environmental approvals, including Auckland Airport's resource consents;
- Be aware of and practise good biosecurity risk management and comply with any biosecurity obligations relating to Auckland Airport being a place of first arrival, including the Biosecurity Act 1993 and the Health Act 1956;
- Conduct activities in such a way that will minimise negative impacts on the natural environment, for example through minimisation of air emissions and pollution, as well as active protection of native flora and fauna;
- Prioritise the reduction of waste at source, and where needed, maximise diversion of waste from landfill;
- Maximise the efficient use of energy, water and raw materials;
- Seek to reduce negative impacts on the environment through selection of sustainable products; and
- Consider greenhouse gas impacts of their direct business activity and be able to offer low carbon options in response to Auckland Airport's procurement requests.

Local impact

Auckland Airport is committed to being a good neighbour in our community. We encourage our suppliers to be leaders and empower people within our community through education and sustainable employment. At a minimum, suppliers must:

- Interact with communities in a way that respects and values their diversity;

- Operate in a way that supports the social and economic wellbeing and resilience to the South Auckland community now and into the future;
- Work collaboratively with suppliers, partners, customers and communities to deliver better outcomes; and
- Consider procuring goods and services from local businesses as well as staff from the communities within the four priority South Auckland local board areas¹ wherever possible.

We offer a jobs and skills hub for local people, 'Ara'. We encourage our suppliers to use the free professional recruitment and up-skilling service to help make a difference in the local community. To find out more about Ara, visit <https://www.araskills.org.nz/>

Risk management

Suppliers are expected to align with Auckland Airport's culture of risk management and executive activities in accordance with the principles embodied in the company's Risk Management Policy, Enterprise Risk Management Framework and Procedures. Suppliers are responsible for:

- Identifying and managing any material risks when providing goods and services to Auckland Airport;
- Having internal risk systems and processes to identify, assess and manage risks and promote the practice of risk management;
- Maintaining appropriate documents and records to ensure regulatory compliance; and
- Having processes in place to mitigate any risks in a timely manner for any issues and process deficiencies identified by an internal or external audit, assessment, inspection, investigation, or review.

Information security and privacy

All suppliers are responsible for ensuring compliance with Auckland Airport's Information Security Policy Framework, which includes the applicable policies, standards, and procedures.

2 Monitoring compliance with the Code

Auckland Airport reserves the right to monitor and audit each supplier's compliance with this Code and it is expected that suppliers will cooperate by providing relevant information that Auckland Airport requests, and by making individuals accessible so Auckland Airport can conduct a meaningful audit.

Similarly, suppliers are required to evaluate their supply chains to ensure compliance with this Code and to conduct audits of their supply chains when requested by Auckland Airport, with any non-compliance by suppliers or members of their supply chain being effectively remediated both in a timely manner and at no additional cost to Auckland Airport or its customers.

Breaches of the Code may negatively impact supplier's business relationship with Auckland Airport and may include (but not be limited to) contract termination.

¹ Māngere-Ōtāhuhu, Ōtara-Papatoetoe, Manurewa and Papakura local boards.

This Code draws from industry and internationally accepted principles such as the Responsible Business Alliance (RBA) formerly known as the Electronic Industry Code of Conduct (EICC), Ethical Trading Initiative, International Labour Organization's (ILO) International Labour Standards, United Nations Guiding Principles on Business and Human Rights, Social Accountability International, SA 8000, the ILO's Code of Practice in Safety and Health, National Fire Protection Association, Organisation for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises, the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas, and OHSAS 18001.

This Code is not intended to create new or additional rights for any third party.

Related Legislation

Protected Disclosures (Protection of Whistleblowers) Act (2022)
Privacy Act (2020)
Human Rights Act (1993)
Health and Safety at Work Act (2015)
Modern Slavery Act Cth (2018)
Biosecurity Act (1993)
Health Act (1956)