

**Essence Group Pty Limited**  
**ABN 97 124 669 790**

Head Office: Level 3, 170 Pacific Highway, Greenwich, NSW 2065, Australia

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**Supplier Code of Conduct**

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**Purpose**

Essence Group Pty Limited ('the Customer' / 'Essence Group') takes care in selecting suppliers of goods and services and expects them to operate in compliance with recognised local national and/or international laws, regulations, standards and appropriate codes of practice. While our suppliers are independent entities, their business practises and actions may impact upon our reputation. For this reason, our suppliers must work to the following legal, ethical, social and environmental standards of conduct.

**Ethical Business Practices**

Suppliers must:

- a) comply with all local national laws and regulations on bribery, corruption and prohibited business practises, and maintain policies and appropriate internal controls to safeguard against these practices;
- b) conduct business in an ethical, fair and courteous manner;
- c) be able to report on each element listed in this Supplier Code of Conduct and allow Essence Group or a Group Member to undertake at least one independent and unannounced audits per annum (whether directly or through a third party) of all factories that manufacture goods for supply to Essence Group or a Group Member. Essence Group or a Group Member will comply with health and safety procedures required by Suppliers before they enter such factory or other facility for audit purposes;
- d) promote timely and balanced disclosure to Essence Group or a Group Member of material legal, ethical, social and environmental matters concerning any goods or services provided that will or may adversely affect supply of the goods or services provided to Essence Group or a Group Member or could expose Essence Group or a Group Member to reputational damage; and
- e) adhere to acceptable business practises in their own suppliers' arrangements, including providing for timely payment and reasonable contractual conditions.

**Freely Chosen Employment**

Suppliers shall not use forced labour, whether in the form of prison labour, indentured labour, bonded labour, or otherwise.

**Child Labour**

Suppliers shall not employ people younger than 18 years of age, under the minimum legal age or the minimum age for completing compulsory education in the country of manufacture, whichever is higher.

**Harassment and Abuse**

Suppliers shall treat every employee with respect and dignity and shall not subject any employee to physical, sexual, psychological, or verbal harassment or abuse.

**Non-discrimination**

Suppliers shall not subject any person to discrimination in employment (including hiring, salary, benefits, advancement, discipline, termination, or retirement) on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.

**Health and Safety**

Suppliers shall comply with applicable environmental laws and regulations and provide a safe and healthy working environment that minimizes negative health and injury impacts to employees.

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**Freedom of Association**

Suppliers shall recognize and respect the right of employees to freedom of association and collective bargaining.

**Wages and Benefits**

Suppliers shall pay employees at least the minimum wage required by local law, or the prevailing industry wage if no minimum wage law applies and shall provide legally mandated benefits.

**Hours of Work**

Suppliers shall not require workers to work more than the maximum hours of daily and weekly labour set by local laws and workers should be granted at least one day off in every seven-day period, if required by local law.

**Impact on Environment**

In manufacturing operations, adverse effects on the community, environment and natural resources should be minimized while safeguarding the health and safety of the public. All environmental laws and regulations should be followed. Suppliers should act to protect the environment in which they operate.

**Ethics**

Suppliers should uphold the highest standards of ethics, which includes no bribes, or any other unlawful means of gaining an undue advantage.

**Management System**

Suppliers should adopt or establish a management system whose scope is related to the content of this Code. The management system shall be designed to ensure:

- a) compliance with applicable laws, regulations and customer requirements related to operations and products;
- b) conformance with this Code; and
- c) identification and mitigation of operational risks related to this Code.

**Sustainability of Resources**

Suppliers should only use materials derived from operations that are in compliance with the environmental and social laws and regulations of the country of origin.

**Monitoring and Compliance**

To ensure compliance with our Code, Essence Group shall have the right to monitor factories through audits by third parties and visits by its own personnel. The supplier is responsible for ensuring compliance by itself and any sub-contractor(s) as if it were the supplier itself. We seek relationships with suppliers that are committed to manufacturing under fair and safe labour conditions and sound environmental practices. If we determine that a particular factory does not comply with our Code, we typically strive to work with the supplier to develop and implement an appropriate corrective action plan. Nevertheless, depending upon the circumstances, Essence Group may elect to end its relationship with a supplier at any time for failing to adhere to our Code.

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**VENDOR ACKNOWLEDGEMENT TO CODE OF CONDUCT**

I, \_\_\_\_\_ (name), being \_\_\_\_\_  
(capacity), of \_\_\_\_\_(Vendor name),  
hereby acknowledge having read Essence Group's Supplier Code of Conduct and hereby acknowledge  
to have the vendor adhere to the said Code.

Yours sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Capacity: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Date: \_\_\_\_\_