

Supplier Code of Conduct



ORIX Australia
Corporation Limited /
ORIX New Zealand

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1 Introduction

ORIX Corporation is a signatory to the UN Global Compact on human rights, labour, environment and anti-corruption and is committed to ethical and responsible business practices.

This Supplier Code of Conduct sets out the expectations ORIX Australia Corporation Limited and ORIX New Zealand Limited (together "ORIX") have of our suppliers and similar third parties in the areas of labour and human rights, health and safety, environment, ethical conduct and supply chain diversity.

We expect our suppliers to hold their own suppliers to similar standards to those set out in this Code.

Reggie Cabal
MD and CEO - ORIX Australia and New Zealand

2 Labour Conditions and Human Rights

ORIX expects its suppliers to comply with all applicable laws and to operate in a manner consistent with the United Nations Universal Declaration of Human Rights and the United Nations Guiding Principles on Business and Human Rights.

Child labour

Suppliers must not use child labour. The minimum age for employment must be 16 or, if the age for completing compulsory education is higher, that age. This does not prohibit participation in workplace apprentice programs or light work as defined by the International Labour Organisation.

Forced/slave/involuntary labour

Suppliers must not use forced or involuntary labour of any kind, including but not limited to prison labour, slave labour, debt bondage, indentured labour and any other form of labour within the definition of modern slavery in the Australian Modern Slavery Act 2018, the New Zealand Plan of Action to Prevent People Trafficking or otherwise. The fact that payment is made for labour does not necessarily indicate that the labour is not forced.

Suppliers must not require workers to surrender any identification documents (for example passports or work permits) or other personal documents as a condition of employment.

Consistent with the Modern Slavery Act 2018, Suppliers are expected to proactively identify, address and – where required by legislation – report on risks of modern slavery practices (defined broadly to include all forms of human trafficking, forced labour and slavery-like practices) in their business operations and supply chains.

Working hours

Workers must not be required to work in excess of the regular and overtime hours permitted by the applicable local laws. Suppliers must also comply with International Labour Organisation standards on working hours, rest periods, leave and similar.

Fair wages/benefits

Suppliers must pay workers at least the minimum wage required by the applicable local laws and provide all legally mandated benefits including holidays, other leave, and applicable premium rates for overtime.

Suppliers must not make any deductions from worker wages as a disciplinary measure.

2 Labour Conditions and Human Rights

Discrimination

Workers must be employed, promoted and compensated based on their ability to perform their job and not on the basis of gender, race, religion, age, sexual orientation, pregnancy, marital status, political affiliation, union membership, social association, ethnicity or any other status protected by applicable local laws or custom.

Harassment and disciplinary practice

Suppliers must be committed to creating a workplace free of harassment and must not subject workers to any form of harsh or inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse.

Freedom of association

Suppliers must respect the right of workers to join and organise associations of their own choosing and to bargain collectively without fear of reprisal.



3 Health and Safety

Suppliers must comply with all applicable laws relating to the health and safety of their operations.

Workplace and occupational health and safety

Suppliers must do all that is reasonably practicable to ensure the safety of their operations.

Suppliers must provide a safe and healthy workplace and working environment, and adequate procedures to prevent incidents and injury to workers in the course of performing their work related duties.

Suppliers must have emergency and evacuation procedures, worker training and drills, appropriate first aid supplies, fire detection and suppression equipment as well as clearly marked exit facilities.

Suppliers must keep up to date, and provide access to, material safety data sheets in the primary language of workers and train workers in the labeling, safe handling, use and storage of any hazardous materials.

Suppliers must ensure that supplier personnel at ORIX's premises comply with ORIX's health and safety management system.

Product and operational safety

Suppliers must do all that is reasonably practicable to ensure that products are safe and meet all relevant standards and legislative requirements. This includes providing adequate information to ensure that the products can be used safely when used for their intended purpose.

Suppliers must ensure that plant, equipment and machinery is appropriately maintained (and records retained) and is only operated by those qualified and competent to do so (or supervised by a person appropriately qualified or licensed).

Suppliers must have appropriate policies and procedures covering maintenance, technical training and quality control processes and must provide ORIX with copies at ORIX's request.

At ORIX's request, suppliers must produce evidence of the maintenance and servicing of plant, equipment and machinery and of the qualifications of the operators of that plant, equipment and machinery.

4 Environment

Suppliers must take all necessary precautions and comply with all relevant local and international environmental and other laws regulating air emissions, solid and waste water disposal, proper use and disposal of hazardous substances, and prevention of emissions and pollution.

ORIX expects its suppliers to use their best endeavours to both acknowledge their impact on the environment and to take positive steps to limit that impact.



5 Ethical Behaviour

ORIX expects its suppliers to conduct their businesses in an ethical and transparent manner.

Suppliers must comply with all applicable anti-bribery, anti-corruption and anti-money laundering laws and must have appropriate policies and procedures to support that compliance.

Suppliers must maintain accurate financial books and business records and must comply with all applicable laws and accepted accounting principles.

ORIX prohibits improper payments of any sort. Improper payments include (but are not limited to) receiving or paying bribes or giving, offering, authorising or promising to give money or anything else of value to any person, including a government official, in order to improperly influence any act or decision of a person.

ORIX employees must comply with ORIX's internal gifts and hospitality policy when giving or receiving gifts or hospitality. ORIX expects its suppliers to respect this and to comply with any similar supplier policies when giving or receiving gifts or hospitality.

6 Privacy and Data Security

Suppliers must comply with all applicable laws relating to privacy and personal information and with the relevant ORIX Privacy Policy (available at <http://www.orix.com.au> for Australia and at <http://www.orix.co.nz> for New Zealand).

In addition to personal information, ORIX may exchange other confidential and commercially sensitive information with suppliers. Suppliers must ensure that all confidential information (including personal information) is stored securely and is not disclosed inappropriately.

Suppliers must notify ORIX as soon as practicable if the Supplier experiences a security breach that may affect confidential or commercially sensitive information (including personal information) that ORIX has shared with the Supplier.



7 Community and Diversity

ORIX is committed to building and being part of a diverse and inclusive community and is striving to reduce disadvantage in sections of the community through our selection and use of suppliers.

Gender equality

ORIX encourages its suppliers to support efforts to increase gender equity and expects its suppliers to comply with the Australian Workplace Gender Equality Act 2012 and any similar applicable laws.

ORIX encourages its suppliers to have a gender equality policy and to conduct regular gender pay gap analyses.

Community

Suppliers are encouraged to engage (directly or through partnerships) in projects that improve the social well-being of employees, their families and their local communities.

Race Relations

Suppliers should have systems in place to support positive race relations within the workplace, with support for both Indigenous and non-Indigenous cultures, through promotion of equality and equity and to eliminate racial stereotypes and discrimination.

8 Breaches of this code

If you have any questions or concerns regarding this Code, please contact the ORIX Legal Department at legal@orix.com.au (for both Australia and NZ).

You can also report possible breaches of this Code by a supplier or concerns regarding the conduct of ORIX or our employees to our independent whistle blower service at www.orix.stoplinereport.com or by telephone in Australia on 1300 304 550 or in New Zealand on 0800 626 100. For further information about the ORIX Whistleblower policy, visit <https://www.orix.com.au/wp-content/uploads/2020/05/orix-whistleblower-policy.pdf>





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