

## Code of Conduct

### Purpose

The Lighting Practice is committed to the highest standards of social, environmental and ethical responsibility. Our objective is to maintain operational integrity and safety and to support New Zealand's success through social, environmental and economic sustainability.

Our Sustainability Strategy guides our approach to how we conduct all business. We seek to engage and collaborate with partners who share our commitment and approach to conducting business in a responsible and sustainable way, particularly those that demonstrate a focus on the following issues:

- Net Zero Carbon Emissions;
- Waste minimisation;
- Sustainable supply chain;
- Employee health and safety, equality, diversity and inclusion, and engagement;

This Code is intended to support a shared understanding and mutual trust between The Lighting Practice and our Partners. We ask all our stakeholders to maintain an open and honest dialogue with us. If issues arise, The Lighting Practice will work constructively with you to resolve these.

### Scope

This Code outlines minimum environmental, social and governance/sustainability-related standards and expectations applicable to all our direct Partners, including their parent, subsidiaries, affiliates, and subcontractors providing goods or services to The Lighting Practice Limited and its subsidiaries.

Partners will be responsible for all activities associated with disseminating this Code and educating its team, agents, subcontractors and partners on this Code, verifying compliance with this Code, and taking action in response to non-compliance.

### Labour Rights and Workplace Health and Safety

The Lighting Practice Supplier Code of Conduct ("Code") supports the continued application of our commitment to advance social, environmental and ethical responsibility beyond our own operations to our supply chain. We expect The Lighting Practice Partners to meet the minimum standards defined by this Code and fully comply Principles, and the International Labour Organisation (ILO) Fundamental Conventions.

Creating an engaging environment for our team is crucial to achieving superior commercial outcomes and outstanding customer service. As set out in this Code, we recognise that to be a workplace where our people thrive, we need to be truly diverse at all levels. Keeping our people safe and well is paramount to the operation of The Lighting Practice.

We expect our Partners to adhere to all applicable international standards relating to human and labour rights. Partners must respect the human and labour rights of their workers in the workplace and monitor human and labour rights within their wider business.

As a minimum, Partners must ensure:

- Workers are treated with respect and dignity, and are not subjected to discrimination based on age, marital status, gender, religion, ethnic origin, ethical beliefs, colour, race, employment status, disability (including illness), sexual orientation, political opinion, family status and involvement or non- involvement in the activities of a union, or any other reason.
- Only workers who are legally authorised to work in their facilities are employed. Partners shall be responsible for validating their workers' eligibility to work through appropriate documentation.
- Workers are provided with all the necessary tools, personal protective equipment (PPE), and uniforms to perform their work
- Integration of sound health and safety management policies, practices, and management systems into its workplaces. These systems must be designed to promote the general health of workers, reduce work-related injuries and illness, and ensure the safety and quality of all goods and services as specified in the supply agreement.
- Grievance mechanisms are provided to allow workers to raise grievances confidentially and anonymously, if they wish, and without fear of retaliation, intimidation, harassment, or discrimination.

## **Environmental Sustainability**

The Lighting Practice is committed to finding a more sustainable way to connect New Zealand with the world by:

- Committing to net zero carbon emissions by 2030;
- Minimising the impact of our operations on the environment, including minimising our use of finite resources;
- Supporting the conservation, restoration and protection of New Zealand's biodiversity and natural environment; and
- To address the environmental challenges we all face requires a holistic and collaborative approach.

We recognise the importance of working to address risks and impacts within our supply chain and in collaboration with our Partners. We seek to conduct business with companies who share this commitment and will proactively work with us to improve our environmental performance and meet our sustainability goals.

As a minimum, Partners must:

- Conduct their business in accordance with all applicable laws and regulations regarding the protection and conservation of the environment, including those relating to hazardous substances, air pollution and greenhouse gas emissions, energy efficiency, waste, water, biodiversity, and ecosystems.
- Operate within an environmental management system that measures, manages, minimises and where possible eliminates operational environmental impacts such as those pertaining to hazardous substances, air pollution and greenhouse gas emissions, energy efficiency, waste, water, biodiversity, and ecosystems.
- Make efforts to deliver net zero emissions in their operations by 2030, acknowledging the goals of the UN Paris Agreement. Partners are encouraged to assess their own climate- related risks and implement adaptation and resilience plans.
- Protect and restore natural habitats where possible and protect threatened and endangered species.
- Support the humane treatment of animals, comply with all relevant animal welfare legislation, and respect the Five Freedoms of Animal Welfare.
- Consider the impact of product and packaging on the environment and ways to minimise waste to landfill and the use of single-use materials.

## **Emergency Management**

Partners shall identify and assess potential emergency situations and develop appropriate risk management controls, including business continuity and emergency response plans. The Lighting Practice may request evidence of such plans.

For any major disruption, emergency or potential emergency affecting The Lighting Practice people, reputation, assets, facilities, or continued operations, Partners must contact The Lighting Practice immediately.

## **Application of this Code**

Where a Partner has adopted their own Code of Conduct and sustainability policies and The Lighting Practice (in its sole discretion) agrees these are aligned with these principles and standards, we may apply mutual recognition and accept the Partners Code or policies as the standard governing the commercial relationship with The Lighting Practice.

The Lighting Practice recognises that achieving these standards will require a dynamic process. We recognise that different businesses will be at different stages of their sustainability journey, and simply ask for transparency and cooperation when we engage with you on these matters.

Partners may:

- Be able to provide The Lighting Practice with documentation which demonstrates compliance with this Code on request.
- Communicate the standards set out in this Code with their workers engaged in providing goods or services to The Lighting Practice.

- Meet the standards set out in this Code, or, where any standards are not met, establish clear goals toward meeting the standards within an agreed time, and actively review, monitor, and modify their management processes and business operations to ensure they facilitate continuous improvement. This includes management systems to monitor their own wider circle of business partners and contractors ensuring they adhere to these standards.

The Lighting Practice reserves the right to:

- Monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code have been met.
- Verify compliance with this Code through site and facility audits, as specified in the general audit right in the contract for supply where applicable.
- Take action, in accordance with the contract terms (if any), including suspension or termination of contracts, in the event of severe or repeated non-compliance of this Code and failure to demonstrate necessary improvements to comply with this Code.

The Lighting Practice recognises the importance of, and is committed to observing the standards and behaviours described in this Code when conducting business, and ensuring its people and practices support the purpose and content of this Code.