

Sustainable Procurement Policy

This Sustainable Procurement Policy applies to the operations of Mitsui & Co (Australia) Ltd and Mitsui Group Companies¹ in Australia (**Mitsui Australia**) and its suppliers providing goods and services to Mitsui Australia.

Our values

At Mitsui Australia, we see our suppliers as an extension of our business. Our aim is to develop strong, value-adding partnerships with our suppliers and support innovative solutions that contribute to the creation of a sustainable society.

We expect our existing and potential suppliers to embody our purpose and values. Mitsui Australia must effectively manage, monitor and mitigate risks that is harmful to the compliant, sustainable and ethical society in our supply chain. Key risks in delivering goods and services have been identified along with the development of a set of Supplier Standards, which we expect our suppliers to adhere to.

Supplier Standards

The Supplier Standards detail our expectations for our supplies in order to protect the environment, human rights, enhance diversity and inclusion that consider our stakeholders' needs broadly in both the short and the long-term.

All suppliers to Mitsui Australia are required to:

1. **[Legal compliance, and no bribery and corruption]** Comply with all applicable laws and regulations, and conduct in a legal, ethical and transparent manner and engage in fair trade, and prevent any type of bribery and corruption including fraud;
2. **[No child labour]** Not to employ 'Child labour' that refers to any work by a child or young person that:
 - a. Does not comply with the minimum age limit defined by local laws in the country of employment or *International Labour Organisation Convention 138*; and / or
 - b. Is likely to interfere with that child or young person's education, or to be harmful to that person's health or mental, spiritual, moral or social development;
3. **[No forced, bonded or indentured labour]** Not to use any type of:
 - a. Forced labour (work or service extracted from any person under the threat of any financial or non-financial penalty, which has not been freely chosen by the person);
 - b. Bonded labour (work for which no compensation is received by the worker, but to repay a debt often incurred by another person offering the worker's labour in exchange); or
 - c. Indentured labour (in which an employer forbids workers from leaving employment at the worker's discretion);

¹ Mitsui Bussan Woodchip Oceania Pty Ltd, Mitsui Coal Holdings Pty Ltd, Mitsui Iron Ore Corporation Pty Ltd, Mitsui & Co Iron Ore Exploration & Mining Pty Ltd, Mitsui Iron Ore Development Pty Ltd, Shark Bay Salt Pty Ltd, Mitsui E&P Australia group incorporating Mitsui E&P Australia Pty Ltd and the AWE group - subsidiaries of Mitsui & Co Ltd

4. **[No illegal labour]** Not to use illegal labour. Verify the legal eligibility of employees to work in the country of employment;
5. **[Migrant employees]** Provide migrant employees with the same or fair and reasonable entitlements as local employees and cover any commissions or other fees in connection to their employment;
6. **[No harassment or abuse]** Treat all workers with dignity and respect, and provide a workplace free from harassment including physical, sexual, verbal or visual behaviour that creates an offensive, hostile or intimidating environment.
7. **[No discrimination]** Provide a workplace free from discrimination based on gender, ethnic origin, disability, gender, marital status, sexual orientation, pregnancy, political affiliation or any protected attributes under any applicable laws;
8. **[Working conditions]** Ensure to provide employees and workers with working conditions compliant with any applicable laws (such as work hours, entitlements to leave and work compensation) and safe and hygienic work environment and accommodation facilities (where relevant) including equipment, supervision and training to perform their job safely;
9. **[Freedom of association, grievance mechanisms and recourse]** Respect the right of employees to join or form trade unions of their own choosing and to bargain collectively, and establish a policy in place for employees and workers to report or disclose concern or complaints confidentially;
10. **[Wages, benefits, and transparent record keeping]** Pay employee wages and benefits that meet applicable laws and industry benchmarks regularly on time and maintain accurate and transparent record keeping;
11. **[Environmental protection]** Comply with all applicable environmental protection laws and regulations and aspire to reduce and mitigate business impact on the global environment by giving due consideration to energy usage, water usage, resource usage, and waste reduction, climate change issues, and protection of biodiversity;
12. **[Animal welfare]** Comply with all relevant animal welfare protection laws and regulations;
13. **[Safety and Reliability]** Comply with all applicable product safety laws and regulations, and aspire to ensure the safety and reliability of all products and services offered.
14. **[Own supply chain]** Cascade equivalent requirements to its own supplier base;
15. **[Timely disclosure]** Immediately notify Mitsui Australia of any situation or change, which may affect its ability to meet the requirements above;

Assessment and Improvement

Mitsui Australia may ask suppliers to:

16. Complete a supplier self-assessment form and return it within 60 days of the request;

17. When necessary, provide a reasonable access to undertake an audit of supplier's premises, facilities and records to verify ongoing compliance and to identify areas that warrant corrective action;
18. When necessary, put in place an improvement plan, including corrective actions and timeframes, to address any serious non-compliant issues identified through a self-assessment or audit.

Mitsui Australia may, when necessary:

19. Monitor on the progress of the improvement plan;
20. Terminate business with a supplier who breaches the Supplier Standards or fails to implement an improvement plan to ensure compliance with the Supplier Standards.