

# Code of Conduct Questionnaire

## Vendor Registration – Form 2

The Fuji Xerox New Zealand (FXNZ) Purchasing and Procurement Policy and Process Guidelines support the United Nations Global Compact (UNGC), and promote Corporate Social Responsibility (CSR) activities in cooperation with our suppliers as outlined in the FXNZ Sustainable Supplier Code of Conduct document, available on the supplier portal on the FXNZ internet site.

The following questions should be answered either 'Yes' or 'No' by assessing your company's performance and corporate policy/position on each of the following items.

Labour and workplace management	Yes	No
The supplier does not use child, forced, or involuntary labour in any form.		
The supplier complies with all relevant local and national laws and regulations with regard to its employment policies and practices, providing staff fair pay and working conditions.		
The supplier provides a workplace free of discrimination, harassment, and bullying.		
Occupational health and safety	Yes	No
The supplier complies with all relevant local and national laws and regulations with regard to work, health and safety for its employees.		
The supplier has a workplace health and safety (WHS) policy, and applicable management system in place and evidence demonstrating compliance to all applicable WHS legislation.		
Risk management	Yes	No
The supplier has documented Business Continuity plans, as well as Emergency Response plans in place and evidence demonstrating regular testing is in place.		
The supplier has procedures in place relating to corporate risk management, and internal business controls such as process and financial audit.		
Environment	Yes	No
The supplier complies with all relevant local and national laws and regulations with regard to land and water management, waste and recycling, the handling and disposal of toxic substances, discharges and emissions, noise, transportation or products, material selection, environmental issues management and community consultation.		
The supplier has a written environmental policy and environment management system if/when any of the above regulations are relevant to their operations.		
Corporate governance and ethics	Yes	No
The supplier complies with all relevant local and national laws and regulations with regard to bribery, corruption and prohibited business practices.		
The supplier conducts its business operations in accordance with high ethical standards.		
The supplier adopts similar principles to these outlined above when dealing with their own suppliers in support of their own supplier chain.		
<b>Certification Statement</b>		
I confirm by signing below that, to the best of my knowledge, all information supplied is accurate and correct.		
Name:	Signature:	
Title:	Date:	