



### 1. Policy

The integrity of Stewart & Heaton underpins the company's position as one of Australia's premium specialised procurement companies. Stewart & Heaton is committed to acting ethically and responsibly in all areas of operations and as a consequence, this policy will form the basis of Stewart & Heaton's decisions and actions.

Stewart & Heaton understands that the adoption of this policy is enhancing our core values of Honesty, Integrity and Professionalism and recognises that failure to achieve compliance with this policy's objectives may lead to a loss of reputation.

### 2. Policy objectives

The objective of this policy is to focus Stewart & Heaton's activities on the relevant corporate social responsibility principles so that Stewart & Heaton can operate at the highest standards in all aspects of its operations that also produce an overall positive impact on society.

### 3. Application

Company wide.

### 4. Principles

#### a. Corporate Governance, Law and Standards

- We will endeavour to abide by all relevant laws and regulations
- All associated standards should be met and where not, they will be highlighted to the relevant stakeholders
- All conflicts of interest will be resolved with transparency and openness with guidance from relevant resources if needed
- We endeavour to ensure that our customers have confidence in the processes of our procurement service by the conduct of our people
- Feedback and audits on performance and compliance will form the backbone of our aim to ensure continuous improvement in all aspects of our operations
- All individuals and groups who Stewart & Heaton conducts business with will be treated in a fair and respectful manner

#### b. Human Rights

Stewart & Heaton aims to support and respect the protection of internationally proclaimed human rights where they coexist with Stewart & Heaton operations.

#### c. Environment

- Stewart & Heaton's objective is to reduce the impact our operations have on the environment through a commitment to continual improvement.
- We will ensure that paper products will be recycled where possible and only utilised where necessary as this is our biggest environmental impact. We have a target to reduce our overall paper usage by 80% through:



- The introduction of paperless warehousing in FY20.
- The use of re-usable containers for shipment to customers.
- Importation of product in re-usable outer packaging.

### **d. Equality & Diversity**

Stewart & Heaton aims to eliminate discrimination on any grounds in all areas of operations.

### **e. Ethical Trading**

Stewart & Heaton aims to have a visible process to ensure that trading occurs in an ethical manner.

### **f. Sustainability**

**Stewart & Heaton's aim is to minimise the impact on the environment created by people travelling to and from Stewart & Heaton's locations of operations. The increased use of video conferencing facilities is heavily promoted and the reduction of travel to only essential events is encouraged.**

Authorised By  
Simon Stewart  
Managing Director