

# Supplier Code of Conduct

December 2021

The background of the page is a solid blue color. Two white, curved lines originate from the bottom left corner and sweep upwards and to the right, creating a sense of movement and design. The lines are thin and elegant, adding a modern touch to the cover.

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## 1. Code Statement

- 1.1. MA Financial Group Limited, along with its related bodies corporate and affiliates (collectively MA Financial Group) is committed to sustainable business practices across its operations and supply chain.
- 1.2. MA Financial Group recognises the important role its suppliers play in its success and as such MA Financial Group is committed to engaging with Suppliers that share similar values, and which operate in accordance with applicable laws and regulations.
- 1.3. MA Financial Group is committed to the fair, transparent and equitable treatment of its Suppliers and maintaining high ethical standards to support the creation of lasting relationships with Suppliers that share similar values.
- 1.4. The purpose of the Supplier Code of Conduct (Code) is to articulate MA Financial Group's expectations and requirements for all Suppliers providing good and/or services to MA Financial Group.
- 1.5. MA Financial Group expects its Suppliers to operate consistently with the principles outlined in this Code and conduct business in compliance with all applicable laws, rules, and regulations of the jurisdictions in which they operate.
- 1.6. Our suppliers are expected to have appropriate risk management systems and practices to identify, assess and manage risks associated with their business operations and comply with the responsibilities in the Code.

For the purposes of this Code Suppliers includes all businesses that are involved in the supply of goods or services to MA Financial Group, including their subcontractors and suppliers with whom they work in providing goods and services to MA Financial Group, irrespective of the geographical location of their operations and supply chains.

## 2. Ethical Business Practices & Corporate Governance

- 2.1. MA Financial Group expects its Suppliers to act ethically, honestly and professionally in all their dealings with MA Financial Group.
- 2.2. Suppliers are expected to:
  - a) Comply with all applicable local, national and international laws and regulations including in relation to bribery and corruption, modern slavery, ethical conduct, data protection and competition laws;
  - b) Act ethically and transparently, avoiding any actual, potential or perceived conflicts of interests with MA Financial Group;
  - c) Have a zero-tolerance approach to bribery and corruption;
  - d) Have a policy or statement which commits its employees to the aforementioned conduct standards.

## 3. Intellectual Property, Privacy & Confidentiality

MA Financial Group expects Suppliers to:

- 3.1. respect and protect intellectual property rights, and will use information technology, software and intellectual assets responsibly.
- 3.2. protect personal privacy and comply with applicable privacy laws as well as secure data against unauthorized access or use.
- 3.3. safeguard confidential and proprietary information to which they may have access to in connection with their provision of goods and/or services to MA Financial Group including implement appropriate security standards and procedures to ensure that confidential and proprietary information is securely stored, disclosed only on a need-to-know basis and used only for permitted purposes.
- 3.4. not retain confidential and proprietary information beyond the period prescribed under applicable laws or such period as required in order to perform its contractual obligations to us, whichever is more restrictive.

## 4. Diversity and Inclusion

- 4.1. Suppliers must foster any inclusive workforce that reflects gender, gender identity, age, ethnicity, cultural background, religious belief, sexual orientation, marital/ family status, disability.
- 4.2. Supplier are expected to treat employees fairly, ethically, respectfully and with dignity and comply with all applicable anti-discrimination laws.

## 5. Health and Safety

Our suppliers must comply with all applicable health and safety laws and ensure a safe working environment for its employees and anyone else affected by their businesses.

## 6. Labour

- 6.1. Suppliers must comply with all applicable employment and labour laws, regulations and fair practices and shall have policies and procedures in places to support these requirements.
- 6.2. All work must be voluntary, and our suppliers will not use or permit any form of forced, bonded or indentured labour. Suppliers will not unreasonably restrict workers' freedom to move into, out of or at working facilities.
- 6.3. Our Supplier's workers will be permitted to associate freely, bargain collectively and seek representation in accordance with local laws. Suppliers must maintain grievance procedures to allow workers to raise workplace concerns to the attention of management for appropriate resolution without fear of reprisal or harassment.

## 7. Human Rights

- 7.1. Our Suppliers, whether directly or through their operations and supply chain, must comply with all applicable human rights related laws in respect of their employees.
- 7.2. They must conduct their business activities in a manner which respects human rights and must not hold another person in slavery or servitude, employ, engage or otherwise use forced or compulsory labour, trafficked labour or child labour; nor engage in or permit the use of corporal punishments, harassment, bullying or mentally, physically, verbally or sexually abusive or inhumane treatment of workers, or any other unlawful behaviour towards workers.
- 7.3. Our Suppliers must have in place adequate procedures to identify, prevent, mitigate and account for modern slavery and other human rights impacts in their operations and supply chains.

## 8. Compliance with the Code

- 8.1. MA Financial Group may undertake further screening, due diligence and assessment of its Suppliers to determine levels of sustainability risk and performance. Suppliers will be required to comply with MA Financial Group's information requirements in connection with such assessments.
- 8.2. Suppliers should promptly inform MA Financial Group of any actual or suspected instances of non-compliance with this Code in their operations or supply chain.
- 8.3. Suppliers (their employees or former employees) that suspect wrongdoing within any relationship with MA Financial Group are encouraged to report such concerns through MA Financial Group's Whistleblowing Channels as set out in the [MA Financial Group's Whistleblower Policy](#).

