

Quick reference guide | The Woolworths Responsible Sourcing Program

WHERE?
(click to access)

“The Policy”

“The Standards”

“Supplier Guidelines”

WHO?
(Scope)

All suppliers to Woolworths Group of goods or services sold or used

All suppliers currently in scope of the program (see Policy for full list)

All suppliers

WHAT?
(Summary)

The Responsible Sourcing Policy **outlines our overarching commitments and expectations of our suppliers.** They include:

- Introduction
- Our Policy
- Governance
- The Responsible Sourcing Program
- Verifying compliance to the Standards
- Summary of the Standards
- Remedy & Grievance Mechanisms

The Standards document is a Code of Conduct that **details 19 specific Standards** within 5 key categories:

- Compliance with local laws
- Management systems and Training
- Social and Labour Standards
- Environmental Standards
- Additional Standards

The Standards document **must be read in conjunction with 3 key addendums** referenced within:

- I. Labour Hire in Australian Horticulture
- II. Responsible Recruitment
- III. Child Labour

The supplier guidelines document **provides practical guidance on meeting program requirements,** and includes links to stand alone guidance on the following key topics:

- Responsible Sourcing Supplier Guidelines
- Developing Effective Grievance Mechanisms
- Guidance on Overtime Hours
- Supplier Speak Up FAQs
- Labour Hire Addendum FAQs
- Managing Zero Tolerance Breaches

HOW?
(Key takeaways)

- Policy, Standards and Guidelines must be applied by all suppliers, and relevant material shared with their supply chain
- Suppliers in scope of the Standards are subject to ongoing self-assessment and/or social compliance audit cycle. All suppliers may be subject to unannounced audits and/or site visits
- We are committed to working with our suppliers to implement improvement plans and help them achieve compliance. However, Breaches of the Policy and Standards are taken very seriously and, if not remedied, may lead to suspension and/or cease of trade