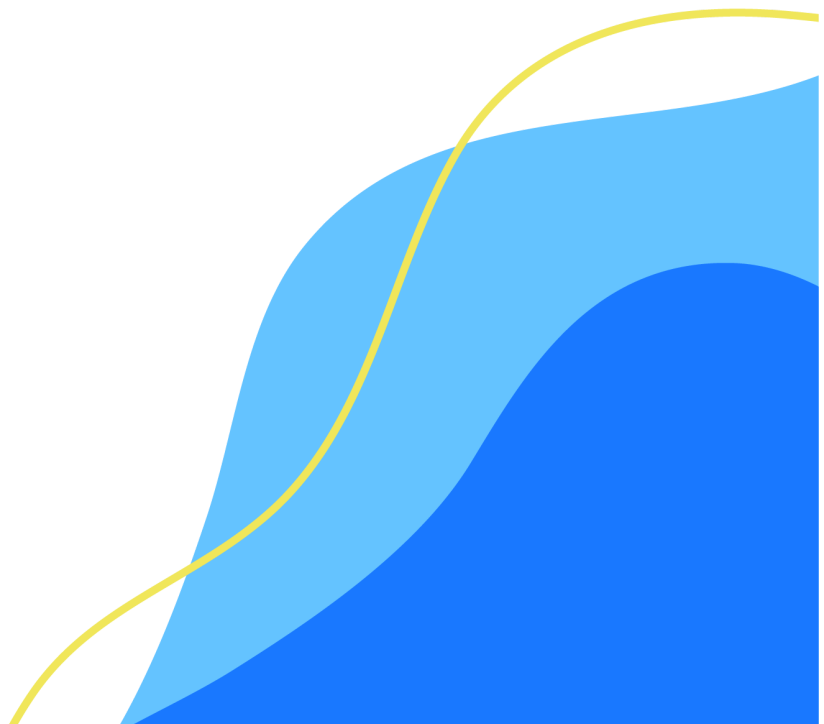


Woolworths Group

Supplier Guidance - Shared Facilities (Asia)

Prepared by Woolworths Group Responsible Sourcing Asia
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Version 2

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Supplier Guidance-Shared Facilities Requirements

(Applicable to sites in Asia & Indian Subcontinent only)

‘Shared Facilities’ is a term used when a factory shares its premises with others. This may be where parts of the building are occupied by others or where shared workplaces have “common areas” that are under the control of a landlord rather than the occupier(s) of the premises.

Sharing facilities/premises with other businesses can lead to an increase in health and safety risks, due to a reduced control of neighboring companies’ practices. In order to mitigate these risks, Woolworths requires suppliers to disclose if their premises are shared, and/or to keep us informed if a factory moves to a shared facility. The risk associated with shared facilities can vary depending on the type of building and nature of the shared facility arrangement. The risk of the shared facility is also relevant to the country specific risk.

Set out below is guidance on what type of shared facilities are acceptable under the Woolworths internal guidelines based on the risks.

No.	Shared Facility Type	Woolworths Group Requirement	
		Factories in China	Factories in other Asian countries
1	Production building sharing with other commercial entities, e.g. sharing the facility with a restaurant, market places, shops, public spaces, school, kids training center, etc.	Not Acceptable	Not Acceptable
2	Dormitory sharing with part of the building used as a production area or warehouse	Not Acceptable	Not Acceptable
3	Building containing multiple manufacturers	Acceptable (on condition factories maintain adequate risk controls)	Not Acceptable

For any exceptional case not included in the above table, a risk assessment will be required by the Woolworths Group Responsible Sourcing team before approval to trade is granted.

If a risk assessment is required, we require suppliers to complete a questionnaire providing further details. The **Risk Assessment Questionnaire** should be sent back to the Responsible Sourcing Team for review and follow-up. Suppliers can download the template from the [Woolworths Group Website-Respecting Human Rights- helpful links](#).

If accepted, all shared facilities must adhere to the below risk control requirements: Failure to maintain these controls may mean Responsible Sourcing approval to Trade with Woolworths Group is withdrawn.

- Maintain all legally mandated fire and building safety requirements
- Monitor any high risk processes / equipment
- Conduct at a minimum, an annual joint fire drill
- Maintain and regularly test functional centralized alarm systems
- Conduct joint efforts with shared owners to manage fire risk controls

If suppliers require more knowledge on risk management for shared facilities they can reach out to the Asia Responsible Sourcing Team at: asiaresponsiblesourcing@woolworths.com.au and the team will support you.