

Domino Supplier Code



Statement from Nigel Bond

“The Domino Group has a strong ethical foundation and we are proud of our record over many years of both responsible behaviour and a responsible business approach. We are supportive of developments to improve corporate accountability, in particular our impact on the environment, the careful use of natural resources and caring for our people and the communities in which we operate.

Our drive to progress sustainability extends beyond our own office and factory walls and through our entire supply chain. We ask you as our supplier / contractor / partner to work with us in these efforts, which ultimately benefit all of us.”



Nigel Bond
Group Managing Director



Introduction

This document explains the Domino Supplier Code. The Domino Supplier Code builds on our Supplier Standard (Appendix 1). It summarises Domino Group's long standing ethical principles and policies that we apply to our own business practices. We ask our suppliers to work with us in applying these principles throughout the supply chain.

We have based our expectations for Domino's own activity and that of our suppliers and contractors on the following international declarations, conventions and initiatives.

- The United Nations Declaration of Human Rights
- International Labour Organisation Conventions
- The United Nations Convention Against Corruption
- United Nations Global Compact

We have also aligned principles 1 and 2 of this code with the nine clauses of the Ethical Trading Initiative (ETI) Base Code. We recommend that you find out more about the ETI Base Code through their website at <http://www.ethicaltrade.org/eti-base-code>.

Domino Group places great importance on upholding high ethical standards. We expect our suppliers to comply both with local legislation and the principles in the Domino Supplier Code. Where improvements are needed we will work with suppliers to establish an effective improvement programme. We also ask our suppliers to work with their own suppliers in turn to understand and apply the principles in the Domino Supplier Code.

In the most exceptional circumstances, if any supplier commits a serious material breach of the Domino Supplier Code, our Supplier Standard or any supply agreement in force between any Domino Group company and that supplier, we reserve the right to terminate our relationship with that supplier. The term 'supplier' used in this document includes any business providing goods or services to Domino. This will also include contractors and our partners.

You may well have already implemented these principles, and we are glad to work with businesses leading the drive for sustainability. However, if you are not compliant on certain issues, we expect you to address these, and to approach us if you need support to do so.

The 4 principles in the Domino Supplier Code are:

- Treating people fairly
- Providing a healthy and safe workplace
- Protecting the environment
- Behaving ethically

For more information contact CR@domino-printing.com



PRINCIPLES

I. Treating people fairly

Domino Group takes seriously our responsibility to respect the rights of the people involved in our business activities. We have a range of policies in place to ensure our own operations are conducted to high standards. Principle I of the Domino Supplier Code summarises our approach and expectations for our suppliers. As a minimum, Domino Group requires suppliers to comply with all applicable laws and regulations relating to human rights and employment.

Hours, wages and benefits

As a minimum, suppliers are required to ensure that any goods or services supplied to any member of the Domino Group are produced by workers who are:

- Working hours of service and overtime that do not exceed local legal limits or the International Labour Organisation limits. Overtime should be voluntary and infrequent. Specific rules may apply to various types of work (such as shift work, offshore work, long-distance transport, cargo work, seasonal work etc.) where unfixed working hours may be permitted.
- Earning wages at a level that meet local legal requirements. Wages for regular working hours should be sufficient to meet the basic needs of employees and their dependants.
- Receiving all leave entitlements determined by local legal requirements.

Fair treatment

As a minimum suppliers are required to ensure that any goods or services supplied to any member of the Domino Group are produced by workers who are covered by company policies that:

- Prevent workplace discrimination based on gender, age, nationality, race, colour, creed, caste, lingual, mental or physical disability, organisational membership, opinion, health status, sexual orientation, marital status, birth, or civic social or political characteristics.
- Prevent any workplace harassment.
- Protect employee privacy whenever the company gathers personal information for a legitimate use.
- Allow for the reporting and settling of grievances.
- Recognise the rights of its workers to freedom of association and to bargain collectively.



Forced, bonded and child labour:

Suppliers are required to ensure that no goods or services supplied to any member of the Domino Group are produced using forced or child labour. This includes, indentured or convict labour. These standards are defined by the laws in the country of manufacture and the International Labour Organization standards concerning minimum working age.

In addition suppliers are required to avoid practices that promote or support mistreatment of members of the community in which they operate.

2. Providing a healthy and safe workplace

Domino Group is diligent in ensuring the health and safety of employees, contractors and visitors. Principle 2 of the Domino Supplier Code summarises our approach and expectations for our suppliers.

As a minimum, suppliers are required to comply with all applicable laws and regulations relating to health and safety matters.

Adequate steps must be taken to provide safe and healthy working facilities and to prevent accidents and injuries to health arising out of work. Where exposure to harmful processes, chemicals, substances or techniques is unavoidable, workers must be supplied with protective equipment at no cost to them. Training must be provided for people to know how to use equipment and chemicals safely and what to do in the event of an emergency.

3. Protecting the environment

Recognising our potential impact, Domino Group strives for responsible stewardship of our natural environment. We are committed to continual advancement in our environmental performance by improving the efficiency with which we use resources, ensuring all waste and effluent is recycled or disposed of safely and responsibly, and by complying with all relevant environmental regulation. Principle 3 of the Domino Supplier Code summarises our approach and expectations for our suppliers.

Environmental management

As a minimum, suppliers are required to comply with all applicable laws and regulations relating to the environment.

Suppliers should:

- Have an environmental policy or statement in place to cover company activities.
- Have emergency procedures to address industrial accidents affecting the environment and human health.

Environmental performance

Suppliers are required to identify and monitor the environmental impacts of company activities and, wherever possible, reduce these impacts. These may include (depending on the nature of activities):

- energy consumption and climate change;
- water consumption;
- discharge of waste water;
- management and disposal of waste;
- air emissions;
- noise, odour, light and vibrations;
- discharges to land; and
- impacts on biodiversity.

In addition we would like to know if any of our suppliers are testing any products or ingredients on animals and what steps they have taken to identify other analytical techniques in place of animal testing.

4. Behaving ethically

Domino's code of ethics for our business activities requires compliance with the law of every country in which we do business. Our standards go beyond the legal minimum and require a high level of conduct from every Domino employee.

We expect our suppliers to comply with the requirements and principles of the Domino Group's Ethics Policy <http://www.domino-printing.com/Corporate/Download-Area/CSR/Ethics-Policy.pdf> and to perform all activities associated with the supply of goods and services in a manner compliant with all applicable laws and regulations.

A key feature of this principle is that our suppliers must take a clear stand against corruption with an anti-corruption policy, evaluation of corruption risks and staff training. All business decisions must be made impartially and fairly and not on the basis of offering or receiving favours or gratuities from any supplier, customer or competitor. Gifts or hospitality of nominal value may be offered but must not be used with the intention of persuading anyone to act improperly.

We hold ourselves at Domino to the same standard and we ask our suppliers to notify Domino Management if any Domino employees ask for any favours with or without monetary terms.



RAISING CONCERNS

In line with these principles Domino has established a secure email address which allows all our stakeholders to express any concerns, issues or complaints in a confidential manner. If you have any concerns relating to this Supplier Code, about activity within your organisation or within Domino, that you cannot address through management channels contact raiseconcerns@domino-printing.com.

All correspondence received through this channel will be reviewed and investigated by the Domino Group Human Resources Director and Company Secretary. They will be investigated fully and treated sensitively and confidentially.

EVALUATION AND VERIFICATION

We will ask you to complete a self-assessment questionnaire as part of our supplier selection process. In addition we may ask to conduct an on-site audit. However, if you have already been audited to one the standards below we will accept an existing audit report which is no more than 12 months old:

- UN Global Compact report (externally verified).
- Sedex Members Ethical Trade Audit (SMETA) pillar 4.

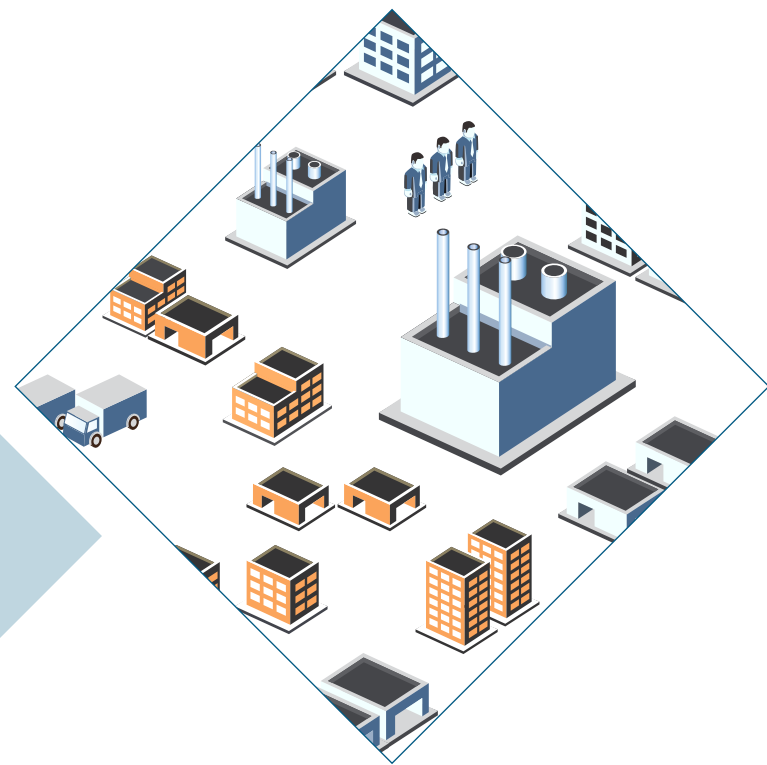
ISO 26000 provides guidance rather than requirements, so it cannot be certified, however if you are using ISO 26000 in your company please share with us externally verified evidence which demonstrates your compliance with ISO 26000.

We will accept the following audits as partial evidence but will ask you to complete the self-assessment questionnaire on the principles not covered by the audits.

- ISO 14001 – will be accepted as verification for the environmental principles but further evidence must be supplied to support the health and safety principles, and the social principles.
- SA 8000, Ethical Trading Initiative (ETI) Base Code, Sedex Members Ethical Trade Audit (SMETA) pillar 2 and Global Social Compliance Programme Reference Code – will be accepted as verification for the social principles but further evidence must be supplied to support the environmental and behaving ethically principles.
- OHSAS 18001 – will be accepted as verification for the health and safety principles but further evidence must be supplied to support the social and environmental principles.

Appendix 2 summarises the application of commonly used codes and standards and their alignment to the four principles of the Domino Code. We will consider, on request, other audit standards that cover some or all the principles set out in this policy document and partial or complete evidence.

As a minimum we expect all suppliers to comply with all relevant legislation. We will work with suppliers to create a jointly agreed improvement plan on those issues where development is needed or desirable.



Appendix I

Domino Supplier Standard

Suppliers are required to comply, where applicable, with the requirements and principles of the Domino Group's Ethics Policy and to perform all activities associated with the supply of goods and services in a manner compliant with all applicable laws and regulations, including those relating to environmental and health and safety matters.

Suppliers are required to ensure that no goods or services supplied to any member of the Domino Group are produced using forced, indentured or convict labour or the labour of persons in violation of the laws in the country of manufacture concerning minimum working age, minimum wage, hours of service or overtime.

Suppliers are required:

- Not to give or receive bribes in connection with the supply of goods or services to members of the Domino Group.
- To use reasonable endeavours to ensure that their employees, associated companies, agents or suppliers do not give or receive bribes in connection with the supply of goods or services to members of the Domino Group.

For this purpose, a bribe means any financial or other advantage given to:

- Someone to persuade them to act improperly or to reward them for acting improperly.
- A public official to influence them in carrying out their duties.

Suppliers are required to have established an effective programme to ensure all suppliers that they use to provide any goods or services to any member of the Domino Group will comply with the requirements set out in this Standard.

If the supplier commits any material breach of this Standard, any supply agreement in force with that Supplier may be immediately terminated.

Appendix 2

Domino Supplier Standard

	Treating people fairly	Providing a healthy and safe workplace	Protecting the environment	Behaving ethically
UN Global Compact (externally verified report)	✓	✓	✓	✓
ISO 14001 and BS 8555	X	X	✓	X
SMETA Pillar 4	✓	✓	✓	✓
SMETA Pillar 2	✓	✓	partial	X
OHSAS 18000	X	✓	X	X
SA 8000	✓	✓	X	X
Accepted if an approved external audit has been conducted				
ETI	✓	✓	X	✓
BSCI	✓	✓	partial	✓
GSCP	✓	✓	X	X
ISO 26000	✓	✓	✓	✓
Unaudited standards cannot be accepted but internal audit documents can be provided as evidence				
EICC	✓	✓	partial	✓

