

Responsible Procurement Questionnaire and Declaration

Introduction

Contact Energy (Contact) is committed to creating a sustainable energy future for New Zealand by putting our energy where it matters and is committed to partnering with our suppliers to achieve better outcomes for all. We seek to support growth in sustainable performance across our supply chain.

In support of this, Contact is committed to [Responsible Procurement practices](#) in partnership with our suppliers.

Supply Chain ESG Programme

Contact has established an ESG Programme to support our suppliers in aligning their sustainability journey with our goals.

As part of our ESG Programme, this questionnaire:

- aims to understand your organisation's alignment with Contact's [Responsible Procurement strategy and principles](#), our [Tikanga](#) and our [Supplier Code of Conduct](#)
- ensures that we assess our suppliers on all aspects of their business, not just on the dollars and cents
- helps us to identify areas of concern and opportunity, and ways to work with suppliers on continuous improvement.

Questionnaire and declaration

Each supplier is required to answer all questions (attaching all relevant documents, data, and information to verify the answers) and sign the declaration at the end of the questionnaire.

Any question not answered and/or any claim without evidence will be assumed to be void. We will treat all information provided as confidential.

Organisation details	Response
Name of Organisation	
Size (FTE and/or revenue)	
Country	
Service(s)/goods provided	
Name and contact of person completing this form if different from the Authorised Person signing the declaration below	
Date and signature	

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	Impact Area	Questionnaire	Response			Evidence*
			Y	N	Comment	
<p>* Please provide evidence for each statement/claim (eg certification, internal documents, etc.) by describing the evidence in the column and then attaching it to your response email.</p>						
1	Ethical Business	Do you comply with local laws on ethical business conduct? (e.g. corporate laws, fair trading laws, etc.)				
2	Ethical Business	Do you have a policy which requires employees not to engage in unethical dealings (bribery, corruption, etc.) and to operate with transparency and integrity?				
3	Social Responsibility/ Human Rights	Do you comply with local laws related to Human Rights? (eg employment, modern slavery etc)				
4	Social Responsibility/ Human Rights	Do you have a formal policy and commitment to monitor, address and annually report on all forms of modern slavery in your supply chain, including forced and child labour? If not, do you have, or plan to implement systems to identify, assess, manage, and mitigate modern slavery risks?				
5	Health, Safety and Wellbeing	Do you comply with local health and safety laws?				
6	Health, Safety and Wellbeing	Do you have a health and safety management system in place?				
7	Health, Safety and Wellbeing	Do you provide training and protection to ensure that employees have a safe and secure workplace?				
8	Environmental Sustainability	Do you comply with local environmental laws?				
9	Environmental Sustainability	Do you have an environmental policy and management system in place?				
10	Environmental Sustainability	Do you measure your scope 1, 2, and 3 emissions? (ie Scope 1 emissions are direct emissions from company-owned and controlled resources, Scope 2 emissions are indirect emissions, Scope 3 emissions are the result of activities from assets not owned or controlled by the reporting organization, but that the organization indirectly impacts in its value chain). If yes, please provide details and emissions per \$ spent.				
11	Environmental Sustainability	Has your company produced/set any emissions reduction plans and targets? If yes, please share these.				
12	Environmental Sustainability	Can you provide reporting on our direct emissions from the goods and services you provide to us? If yes, please provide details.				

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Supplier Declaration

This declaration certifies agreement that the named supplier to Contact:

- has read and understood the Contact [Supplier Code of Conduct](#) and will work collaboratively with Contact to implement the expectations contained therein
- commits to abide by Contact's [Responsible Procurement Principles](#)
- has completed and returned the Supplier Questionnaire and supplied the required evidence of compliance to Contact
- will engage and collaborate with Contact on continuous improvement of sustainability outcomes, for the benefit of both companies

Supplier Name	
Name of Authorised Signatory:	
Role of Signatory:	
Signature:	
Date:	