

**CCA'S RESPONSIBLE
SOURCING FRAMEWORK**



**RESPONSIBLE
SOURCING
GUIDELINES**

APRIL 2016

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1 Introduction

At Coca-Cola Amatil (CCA), we recognise the importance of having ethical and sustainable procurement practices that support our business and sustainability goals.

We are committed to sustainable practices and believe they are integral to how we conduct our business. We believe we can play an active role in driving positive social, environmental and economic improvements in our supply chain that create benefits for our communities and society as a whole.

We recognise that we have a broad and diverse range of suppliers from around the globe and therefore it is imperative that we have responsible procurement practices of the highest ethical and professional standards to ensure we appropriately manage risk with external suppliers.

In our endeavours to work closely with our suppliers, our desire is to work only with suppliers that adhere to our Responsible Sourcing Guidelines, and to show preference to those that exceed them.

1.1 Scope

These Responsible Sourcing Guidelines set out the minimum requirements that all suppliers, direct or indirect (e.g. suppliers to our suppliers) and approved sub-contractors, must comply with in order to do business with us.

As a key bottling partner of The Coca-Cola Company, we are committed to upholding The Coca-Cola Company's Supplier Guiding Principles (SGP) and they have been incorporated into these Guidelines.

2 Business Ethical Standards

We have a Code of Business Conduct policy, which applies to all employees across the CCA Group. Through our best endeavours we want to extend our Code of Business Conduct policy throughout our supply chain and to this end, we expect that our suppliers are fully compliant with these ethical standards. We expect all our suppliers to constantly monitor their own compliance to these standards:

- **Ethical Standards:** Suppliers must at all times demonstrate a high degree of professionalism and be aligned with our business ethics and Code of Business Conduct policy.
- **Confidentiality:** Information is a valuable asset to our business and suppliers must keep CCA's and all other customers information confidential at all times. Suppliers must not disclose any non-public information outside the intended circle of communication.
- **Intellectual Property:** Suppliers must respect intellectual property rights and safeguard CCA's and all other customer's information.
- **Anti-Corruption:** Suppliers must not engage in any form of bribery, corruption, kickback, extortion or embezzlement.
- **Gifts and Entertainment:** Any gifts or entertainment offered by suppliers must support legitimate business interests and be reasonable, appropriate and at all times must comply with our Code of Business Conduct policy.
- **Legal Compliance:** Suppliers must maintain awareness and comply with all applicable laws of the countries of their operation.

3 Human Rights and Labour Standards

We respect human rights and workplace rights, including the United Nations Declaration of Human Rights and the International Labour Organization's Declaration on Fundamental Principles and Rights at Work.

All suppliers are required to meet the following standards, as a minimum, with respect to their operations as a whole:

- **Laws and Regulations:** Suppliers will comply with all applicable laws, rules, regulations and requirements in the supply of input materials in the manufacturing and distribution of our product and in the provision of services.
- **Child Labour:** Suppliers will comply with all applicable child labour laws.
- **Forced Labour:** Suppliers will not use forced, bonded, prison, military or compulsory labour.
- **Abuse of Labour:** Suppliers will comply with all applicable laws on abuse of employees and will not physically abuse employees.
- **Freedom of Association and Collective Bargaining:** Suppliers will comply with all applicable laws on freedom of association and collective bargaining.
- **Discrimination:** Suppliers will comply with all applicable discrimination laws.
- **Wages and Benefits:** Suppliers will comply with all applicable wages and benefits laws.
- **Work Hours and Overtime:** Suppliers will comply with all applicable work hours and overtime laws.
- **Health and Safety:** Suppliers will comply with all applicable health and safety laws.
- **Sub-Contracting:** There will be no sub-contracting without the prior written consent of CCA. Suppliers are responsible for the suitability of each sub-contractor and must ensure their work and business practices are fully compliant with these standards.

Suppliers must be able to demonstrate compliance with these standards at all times.

4 Environmental Standards

We expect our suppliers to conduct their business in an environmentally responsible manner and we are committed to minimising the environmental impact of the goods and services. To this end we will consider their whole of life impact in our procurement decision making process. We further encourage our suppliers to support and actively participate in our projects and initiatives that are helping to reduce our environmental impact. Our priorities for the environment include:

- **Environment:** Suppliers will comply with all applicable environmental laws.
- **Water Stewardship:** To make products with less water, protect watersheds and ensure our water use and our water sources are sustainable.
- **Packaging and Recycling:** We see packaging as a resource, not waste and we will continue our endeavours to reduce the amount of packaging we use and to ensure it is recyclable wherever practicable and, as appropriate, incorporates recycled content.
- **Energy and Climate:** We strive to improve energy efficiency and reduce our carbon footprint.

We will show preference for suppliers that can demonstrate a better environmental performance for goods and services of comparable quality, functionality, performance and price. We may from time to time request sustainability data from suppliers including their water and energy efficiency, emissions intensity and waste practices in order to evaluate supplier standards of environmental performance.

5 Our Communities and Society

We believe we can play an active role in driving positive outcomes for society, the communities in which we operate and the economy as a whole. We are committed to agreements that are in accordance with the standards set out in these Guidelines.

Where it makes sense, we will actively seek opportunities to source locally and encourage small and medium enterprises to participate in our procurement processes. We will support our suppliers that provide benefits to the economy through business practices that provide job creation, diversity opportunities, training and skill development. We will also encourage our suppliers to provide benefits to society through supporting our community or volunteering work programmes.

6 Compliance with our Responsible Sourcing Standards

It is our expectation that all suppliers must comply with the minimum standards set out in these Guidelines in order to do business with us. These standards will be included in our preferred supplier agreements and we expect all our suppliers to constantly monitor their own compliance to these standards.

7 Raising Concerns

Suppliers are encouraged to promptly notify us if they become aware of any potential risk of non-compliance to the standards set out in these Guidelines.

Appendix: Useful Information

Coca-Cola Amatil

- CCA Corporate Governance <https://www.ccamatil.com/en/our-company/corporate-governance>
- CCA Our Contribution <https://www.ccamatil.com/en/our-contribution>
- CCA Doing Business With CCA <https://www.ccamatil.com/doing-business-with-cca>

The Coca-Cola Company

- The Coca-Cola Company Supplier Guiding Principles <http://www.coca-colacompany.com/our-company/supplier-guiding-principles>
- The Coca-Cola Company Sustainable Agriculture Guiding Principles <http://www.coca-colacompany.com/stories/sustainable-agriculture>

Others

- United Nations Declaration of Human Rights <http://www.un.org/en/documents/udhr/>
- International Labour Organization's Declaration on Fundamental Principles and Rights at Work <http://www.ilo.org/declaration/lang--en/index.htm>

Contacting Us

For enquiries about the operations of the company:

Investor Relations

Coca-Cola Place

L14, 40 Mount Street

North Sydney NSW 2060

Ph: 61 2 9259 6159

Fx: 61 2 9259 6614

Email: investors@ccamatil.com

Website: ccamatil.com

COMPLIANCE COMMITMENT

By electronically signing this document, the Supplier acknowledges that it understands and agrees to comply with these Responsible Sourcing Guidelines and agrees to permit CCA to verify the Supplier's compliance with the Guidelines as CCA may reasonably request.

THANK YOU FOR READING . . . NOW PLEASE CLICK ON THIS [LINK](#) TO ELECTRONICALLY SIGN VIA OUR MICROSOFT FORMS REGISTRY.