

# HCF GROUP SUPPLIER PRINCIPLES

**JULY 2024**

## **HCF GROUP SUPPLIER PRINCIPLES**

These Supplier Principles outline the expectations that The Hospitals Contribution Fund of Australia Limited (**HCF**) and its subsidiaries (together, the **HCF Group**) has for its suppliers to ensure that our suppliers operate in an ethical and sustainable manner while doing business with any HCF Group Company.

These principles are not meant to, and do not, supersede any applicable law, or any term in an agreement between a HCF Group Company and a Supplier. To the extent there is any conflict between these and any applicable law or provision of our agreement with you, the applicable law or agreement takes precedence.

HCF Group requires its suppliers to understand these principles and operate in a way that supports them. HCF Group also expects its suppliers, where relevant, to communicate these principles to its officers, employees, contractors, and consultants (including those for its related entities), who are involved in the delivery of supply of goods or services to the HCF Group.

For the purposes of these Supplier Principles, a Supplier refers to any entity supplying goods or services to HCF and includes hospital, medical and healthcare providers that deliver services to HCF members. Where workers are referenced in this document, this includes employees, contractors, agencies, and temporary staff of the Supplier.

In the case of a supplier's non-compliance with the Supplier Principles, HCF will work with the supplier to take appropriate steps to remediate issues or incidents. HCF will evaluate their relationship with a supplier where there is ongoing non-compliance.

## **COMPLIANCE WITH LAWS AND REGULATIONS**

HCF Group expects suppliers to comply with local, state, federal, and international laws and regulations that apply to your business operations.

This includes but is not limited to, work health and safety laws, employment laws, privacy and information security laws, environmental laws, and anti-corruption laws.

Suppliers delivering products to HCF should ensure their products meet all necessary quality and safety standards required.

## **ETHICAL CONDUCT**

Suppliers should conduct their business ethically and with integrity. This includes avoiding any conflicts of interest, bribery, corruption, or fraud. Suppliers must not engage in any practices that would compromise the integrity of the HCF Group or operate in any way that may cause reputational or financial harm to the HCF Group.

HCF Group expects suppliers to have adequate reporting processes and mechanisms in place within their business and to promptly advise HCF of any ethical misconduct or conflicts of interest, either actual, potential, or perceived arising from its delivery of goods and services to the HCF Group.

## **HUMAN RIGHTS AND LABOUR STANDARDS**

HCF's suppliers must take steps to uphold fair labour practices and ensure compliance with all laws and regulations relating to human rights and labour standards relevant for their organisation.

This includes but is not limited to:

- non-discrimination of all personnel through hiring and employment practices, demonstrated with relevant supporting policies
- equal opportunities in the workplace, including activities to strive toward increasing diversity and inclusion
- prohibition of modern slavery
- provision of safe and healthy working environment and conditions for employees inclusive of sub-contractors and agencies.

## **SOCIAL IMPACT**

HCF Group is working to achieve its social mission to 'build healthier communities' through our products, health programs, member offerings and community partnerships. We aim to work with suppliers who are delivering a positive social impact and contribution to communities where they operate.

## ENVIRONMENTAL RESPONSIBILITY AND CLIMATE ACTION

HCF has committed to be Net Zero by 2040, with the aim to be net zero across Scopes 1 and 2 by 2025 and Scope 3 by 2040. In support of contributing to global efforts to transition to a low carbon economy, we expect suppliers to:

- work towards developing their own internal framework, appropriate for the size of their business, around the environmental impact of their business, including impact, responsibilities and ongoing monitoring and measurement
- take reasonable action to minimise environmental impact, including but not limited to reducing energy, water, waste, and emissions generated by their business operations, as well as protecting biodiversity
- where requested, provide information to support HCF in tracking our Net Zero commitment.

## SUPPLIER DIVERSITY

HCF Group is committed to promoting diversity and inclusion within our own workplace and our supply chain, understanding the positive economic and social impacts this can deliver. An example of how we are working to increase Aboriginal and Torres Strait Islander supplier diversity is demonstrated through our Reconciliation Action Plan (RAP).

HCF Group aims to increase the diverse range of suppliers we engage with to deliver products and services as well as encouraging our suppliers to support and promote inclusion and diversity within their organisation and their own supply chain.

## PRIVACY AND DATA PROTECTION

Privacy and Data Protection is of significant importance for the HCF Group, and we expect our suppliers to ensure compliance with all relevant privacy and information security laws and regulations.

Suppliers should have in place privacy and information security policies, including appropriate systems, controls, and processes, to ensure our members', employees' or HCF Group information is protected from unauthorized access or breaches. Suppliers should also ensure that HCF Group information is appropriately disposed of when required with evidence of destruction being promptly provided to HCF.

Suppliers should not use, or seek to use, information gained from the HCF Group for financial or non-financial gain or for any other purpose other than what the information was provided for.

Suppliers should work towards achieving industry standard security accreditation, and if notified by HCF, participate in security audits to ensure the Suppliers' systems, controls, and processes in place, are effective for their engagement with the HCF Group, along with industry standard security accreditations as applicable.

## GOVERNANCE AND CONTINUOUS IMPROVEMENT

Suppliers are expected to have appropriate risk management policies and practices in place to actively manage risks within the supplier's business.

Suppliers should work to continuously improve their operations, products, and services to meet the principles set out in these Supplier Principles.

Suppliers should have processes in place to monitor and evaluate their operations in line with these principles take corrective actions where necessary.

## CHANGES TO THESE PRINCIPLES

HCF may amend these principles from time to time and will publish the latest version on HCF's website.

## REPORTING A CONCERN

Suppliers who have concerns regarding conduct relating to any of the areas outlined in these principles should report details of their concerns to our whistleblower hotline. Reports can be made anonymously and can be verbal or written.



**1300 790 228**  
(Mon - Fri 8:30am to 8pm EST)



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