



Supplier Code of Conduct

The Lottery Corporation Limited

ACN 081 925 706



Supplier Code of Conduct



The Lottery Corporation (**we**, **us** and **our**) is committed to ethical, sustainable and socially responsible procurement. Our suppliers are our business partners, and we care about the way they do business.

The Supplier Code of Conduct (the **Code**) helps connect our values with the work we do every day. It ensures that we are working with partners that make fair, responsible and ethical decisions.

1. Who does this Code apply to?

This Code applies to all our suppliers. Suppliers (**you** and **your**) means any person, entity or organisation that supplies goods or services to us and includes their own supply chain. Where the Code refers to a supplier's workers, this includes employees, contractors, agency and temporary staff of the supplier and its related entities.

It is a condition of providing goods or services to us that you comply with this Code. You should familiarise yourself with the important principles set out below so that you understand what we expect from all our partners.

2. Principles and background

We expect that your business aligns to the following six principles:

1. Integrity, ethics & conduct
2. Corporate governance
3. Labour & human rights
4. Health, Safety & wellbeing
5. Privacy & cyber security
6. Environmental management

Working Together

We are committed to working collaboratively with our suppliers to meet and exceed the expectations we have set out in this Code. We expect that you will assess your own compliance with our Code and report on any deficiencies or breaches. From time to time, we may require that you provide evidence of your compliance with this Code and we may conduct independent audits of compliance. Where relevant we expect you to communicate the obligations in this Code to your own suppliers who may support you in supplying goods and services to us.

Record keeping and documentation

You must maintain appropriate record management systems and documentation to demonstrate compliance regarding your business activities, labour, health and safety, environmental and ethical practices in accordance with applicable laws. We expect that any disclosure of information to us and any regulatory or government bodies is undertaken without falsification or misrepresentation.

3. Integrity, ethics and conduct

We expect high standards of ethical conduct from our suppliers, through their business activities, including in their relationships, governance, work practices, sourcing and operations. This includes making decisions that are aligned to The Lottery Corporation's and your corporate values.

3.1 Business Integrity

You must comply with all relevant anti-bribery, anti-corruption, anti-money laundering, labour hire licensing and modern slavery laws. You must not engage in, either directly or indirectly, fraudulent, corrupt, intentionally misleading, exploitative or collusive activities.

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3.2 Professional conduct and confidentiality

You are expected to conduct yourself in a manner that is fair, professional and that will not bring our business, brand, partners, officers or employees into disrepute. You must not improperly use any private, confidential or commercially sensitive information that may be in your possession relating to or in connection with your dealings with us.

3.3 Conflicts of interest

We expect our suppliers to declare to us any situation that raises an actual, potential or perceived conflict of interest related to, or in connection with, your dealings with us. You must avoid financial, business or other relationships which may compromise the integrity or performance of your business commitments with us. Even where a conflict of interest cannot be avoided, it is expected to be declared to us and managed appropriately.

4. Corporate Governance

You must comply with all laws and regulations pertaining to your operations in connection with the products and services you provide to us. This also extends to your supply chain. You are expected to maintain sound risk management and compliance systems.

4.1 Risk Assessment and management

You are expected to develop and maintain a process to identify, manage and control relevant risks associated with your operations. These include supply chain risks and risks relating to critical incident management and business continuity, labour and human rights, health and safety, the environment, business ethics and corporate governance.

4.2 Anti-bribery, corruption and whistleblower protections

You are expected to implement procedures to ensure that your employees comply with any applicable anti-bribery and corruption laws. This includes ensuring gifts, hospitality and entertainment are not used to attempt to improperly influence a business decision or outcome.

You are expected to have a whistleblower policy or grievance process that is clearly communicated and understood by your employees, protecting and prohibiting retaliation or victimisation against whistleblowers.

5. Labour and Human rights

All workers in our supply chain deserve to be treated with dignity and respect. We expect and require you to provide a fair and ethical workplace, which upholds human rights and integrates appropriate labour and human rights policies and practices into your business operations.

5.1 Prevention of involuntary and underage labour

To prevent involuntary and underage labour you must:

- ensure that all work is undertaken without coercion;
- not use any form of forced, bonded or indentured labour;

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- not use child labour and employ only workers who are of the applicable minimum legal age; and
- ensure that company products, services or facilities are not used for human trafficking and/or labour or sexual exploitation.

All use of temporary and outsourced labour must comply with all applicable laws. You are expected to use all reasonable endeavours to ensure that any third-party recruitment agencies you use are compliant with the provisions of this Code and applicable laws.

5.2 Working hours, wages and benefits

In respect of working hours, wages and benefits you must:

- comply with all applicable laws and regulations with respect to wages, working hours, leave; superannuation and worker's compensation insurance;
- strive to pay all employees on the principle of equal pay for equal work;
- ensure work performed is based on a lawfully recognised employment or services relationship; and
- always obtain and maintain a labour hire licence where required by law and provide us with evidence of this.

5.3 Anti-discrimination

You must not unlawfully discriminate against any worker based on age, disability, ethnicity, gender, marital status, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by law, including in hiring and other employment practices.

5.4 Anti-harassment

You are expected to commit to a workplace free from workplace bullying, harassment, victimisation and abuse. Suppliers must not bully workers or threaten workers with, or subject them to, unlawful or inhumane treatment, including abuse or harassment which is verbal, physical, sexual or psychological.

5.5 Inclusion & Diversity

We embrace, and are committed to, inclusion and diversity in our operations and through our supply chain. We seek to respect and value the differences that exist in the workforce and make reasonable adjustments for workers, where required, to ensure people can be their true selves at work. Diversity covers all aspect of difference, such as gender, ethnicity, marital or family status, religion, culture, language, sexual orientation, gender identify, disability and age, as well as differences in background and life experience. We expect our suppliers to be committed to providing equal employment opportunities and to treating people with dignity and respect. This includes a commitment to diversity and difference in all forms, visible and non-visible.

5.6 Human rights

We believe that human rights are universal and fundamental rights that preserve the inherent freedom, dignity and equality of all human beings. As such, our suppliers are expected to provide goods and services in a manner consistent with any applicable human rights obligations. This includes:

- complying with federal laws, such as the *Modern Slavery Act 2018* (Cth);
- complying with international human rights laws and norms set out in the International Bill of Human Rights and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work, and

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- managing their own operations and supply chain in line with the United Nations Guiding Principles on Business and Human Rights.

5.7 Freedom of association and collective bargaining

We expect you to allow freedom of association for workers to join or form trade unions or industrial organisations of their own choosing and to bargain collectively, or engage in any lawful industrial activity without interference, discrimination, retaliation or harassment.

5.8 Health, Safety and Wellbeing

We are committed to providing a safe environment for our employees, contractors and visitors, and actively promotes health, safety and wellbeing in the workplace. We also expect you to provide a safe and healthy work environment for all workers including appropriate training to ensure they're able to perform their jobs safely. You are expected to integrate sound health and safety management practices into your business and ensure compliance with applicable laws. You, your supply chain and subcontractors must comply with all of our applicable health and safety policies procedures when entering our properties or sites.

5.9 Privacy and cyber security

We take privacy seriously at The Lottery Corporation. We require our suppliers to protect our technology systems, data, networks, and personal information relating to our customers and team members. You are expected to implement policies, technical solutions, operations and security measures that meet or exceed the commitments we make in our Privacy Policy and ensure compliance with all relevant legislation, standards and regulations, including the Australian Privacy Principles. You must also comply with any specific privacy or data security obligations you owe to us contractually. All risks to, or actual or suspected breaches of, information security or privacy obligations must be reported to us immediately.

5.10 Environmental Management

We are committed to minimising the environmental impact of our operations and business activities. You are expected to comply with all relevant local and national environmental protection laws, regulations and standards as well as strive to comply with international environmental protection standards. We also expect you to actively manage the environmental impact of your operations and take responsibility for minimising the impact of your products and services throughout their lifecycle. We expect you to have in place an Environmental Management System or appropriate plan to identify and manage environmental risks such as energy use, water use, waste and greenhouse gas emissions.

6. Additional information

If you need further guidance about our expectations and standards, you can find more information below.

- Our team's [Code of Conduct](#)
- Our [Anti-bribery and corruption policy](#)
- Our [Whistleblower policy](#)
- Our [Inclusion & Diversity policy](#)
- Our [Privacy Policy](#)
- Our [ESG Strategy | The Lottery Corporation™](#)