



# Supply Our Requirements

## Why is this important?

We set minimum health, safety, environment, community and business conduct requirements for our suppliers.

## Who does this apply to?

- Anyone involved in engaging, contracting or transacting with our suppliers.

## Zero-tolerance requirements for suppliers

Globally defined HSEC and business conduct requirements that are areas of extremely high reputation risk.	
Compliance	Requirements
<b>Corruption, bribery, sanctions and extortion</b>	The supplier must comply with BHP Billiton's anti-corruption and sanctions requirements.
<b>HSEC</b>	The supplier must comply with BHP Billiton's HSEC requirements relevant to work completed as part of the supply contract with BHP Billiton.
<b>Laws and regulations</b>	The supplier must comply with the letter and, where it is clear, the intent of all laws and regulations relating to their business conduct. This includes understanding laws and regulations relevant to their work and complying with legal requirements of the country where they are working.
Labour rights	Requirements
<b>Child labour</b>	Children must not be hired to work before completing their compulsory education (as determined by applicable local laws). Notwithstanding local requirements, the minimum age for entry into employment must not be younger than 15 years of age.
<b>Forced or compulsory labour</b>	The supplier must affirm there is no forced, bonded or involuntary labour.
<b>Freedom of association</b>	The supplier must: <ul style="list-style-type: none"> <li>• adopt an open attitude towards the legitimate activities of trade unions;</li> <li>• allow their workers' representatives to carry out their legitimate representative functions in the workplace and not be discriminated against.</li> </ul>
<b>Living wage</b>	Wages and benefits paid for a standard working week must satisfy, at a minimum, national legal standards or local industry benchmarks, whichever is higher.  In nation states where no minimum wage legislation exists, the supplier must seek to establish a living wage that provides an adequate standard of living for all its employees and their dependants.
<b>Non-discrimination and diversity</b>	The supplier must: <ul style="list-style-type: none"> <li>• provide a work environment in which everyone is treated fairly and cultural, ethnic, religious or other diversity factors such as gender are respected;</li> <li>• offer employment on the basis of merit;</li> <li>• not base decisions regarding employment on attributes unrelated to job performance (including but not limited to, race, colour, gender, religion, personal associations, national origin, age, disability, political beliefs, marital status, sexual orientation and family responsibilities).</li> </ul> Decisions relating to suppliers, customers, contractors and other stakeholders must also be based on merit.
<b>Workplace health and safety</b>	The supplier must provide: <ul style="list-style-type: none"> <li>• safe and healthy working facilities and appropriate precautionary measures to protect employees from work-related hazards and anticipated dangers in the workplace;</li> <li>• workers with regular and recorded health and safety training;</li> <li>• clean and safe accommodation that meets the basic needs of the workers (where provision is applicable).</li> </ul>

### Globally defined HSEC and business conduct requirements that are areas of extremely high reputation risk.

<b>Workplace health and safety (continued)</b>	<p>The supplier must:</p> <ul style="list-style-type: none"> <li>• follow all relevant legislation, regulations and directives in the countries in which the contract activities are undertaken to provide a safe and healthy workplace;</li> <li>• implement systems for the prevention of occupational injury and illness including, standards for fire safety; emergency preparedness and response plans; occupational or industrial hygiene standards; appropriate lighting and ventilation; machinery safeguarding; reporting and investigation of occupational injuries and illness; reasonable access to potable water;</li> <li>• assign responsibility for health and safety to a management representative.</li> </ul>
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<b>Treatment of employees</b>	<p>The supplier must create and maintain an environment that treats all employees with dignity and respect and must not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse.</p>
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### Environment Requirements

<b>Biofuels</b>	<p>Biofuels must only be sourced from global companies that have policies or standards for the sustainable sourcing of biofuel components. That is, they must demonstrate that the biofuels are not sourced in conflict with agricultural, biodiversity or other environmental values and have a positive lifecycle greenhouse gas emission profile.</p>
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<b>World Heritage listed properties and IUCN Protected Areas</b>	<p>Materials must not be sourced from <a href="#">World Heritage listed properties</a> or <a href="#">International Union for Conservation of Nature Protected Areas</a>.</p>
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### Community Requirements

<b>Community interaction</b>	<p>The supplier, and in turn its employees, must treat members of the community with dignity and respect. They must not impact on the health, safety or wellbeing of members of the community by engaging in activities such as threatening behaviour, violence, sexual exploitation or abuse, verbal or psychological harassment or abuse.</p>
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### Locally defined HSEC and business conduct requirements that require local interpretation and may not be applicable in all countries.

#### Examples of categories

- Indigenous rights;
- environmental areas;
- traditional customs;
- public policy;
- training and education;
- supplier reputation.