

# Responsible Sourcing of Minerals Policy

## 1. Purpose

In conflict-affected regions, companies in the mining and mineral trade can drive economic growth and development but also potentially contribute to adverse impacts, such as human rights abuses and conflict.

As part of our Ethical Sourcing program, Officeworks is committed to sourcing minerals responsibly. We recognise the importance of establishing verified conflict-free sources of tantalum, tin, tungsten, gold (3TG), cobalt and mica. Ensuring these minerals are conflict-free supports regional economic growth and development and, to advance this goal, Officeworks has developed a due diligence process to support mapping of risks within our supply chain and supplier monitoring.

## 2. Scope

This policy applies to suppliers of all Private Brand products which include tantalum, tin, tungsten, gold (3TG), cobalt and mica.

Information will be collected from suppliers on the sourcing of tantalum, tin, tungsten, gold (3TG), cobalt and mica minerals with the aim of better identifying risks within our supply chain.

Officeworks will review products supplied by each supplier and determine those relevant for engagement.

Although all private brand suppliers may be required to provide information on the sourcing of minerals, products within the technology category are expected to be the most affected.

## 3. Policy

Officeworks' due diligence process is based on the five-step framework detailed in the Organisation for Economic Co-operation and Development (OECD) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas.

Suppliers are expected to assure tantalum, tin, tungsten, gold (3TG), cobalt and mica in our products are sourced from conformant conflict-free smelters, such as those audited through the Responsible Mineral Initiative, and provide their due diligence measures to us upon request.

As part of the process of risk identification and assessment, all Private Brand suppliers are required to complete:

- Conflict Minerals Reporting Template (CMRT)
- Extended Minerals Reporting Template (EMRT)

These templates must be completed by the supplier at the time of factory onboarding and updated by the supplier at least every two years, or earlier if there is a material change to sourcing locations, or at any time upon request by Officeworks.

Information provided will be reviewed by the Ethical Sourcing team and further evidence might be required as deemed necessary. Particularly, this will apply if smelters in high-risk areas are identified in the supply chain.