



# **EXXARO ETHICAL BUSINESS CONDUCT GUIDELINES FOR SUPPLIERS**



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# Do's

## Exxaro Ethical Business Conduct Guidelines for Suppliers



### **Do conduct business with integrity**

Act honestly, transparently, and ethically in all business dealings. Uphold the highest standards of ethics and professional behaviour.



### **Do promote fair competition**

Engage in fair and lawful business practices. Avoid collusion, price-fixing, or any anti-competitive behaviour.



### **Do disclose conflicts of interest**

Openly disclose any actual or potential conflicts of interest, including relationships or activities that may impair impartial decision-making or create a perception of impropriety.



### **Do report misconduct on the Exxaro Fraud and Ethics hotline**

Exxaro supports a culture of integrity, accountability, and speaking up without fear of retaliation. Report all cases of suspected fraud, corruption, theft and unethical behaviour anonymously using the following independent channels:

Free Call: 0800 203 579 | E-mail: [exxaro@tip-offs.com](mailto:exxaro@tip-offs.com) | Website: [www.tip-offs.com](http://www.tip-offs.com)



### **Do comply with all applicable laws and regulations**

Ensure adherence to all relevant local, national, and international laws, including those related to labour, trade, health, safety, and the environment.



### **Do respect human rights**

Treat all workers with dignity and respect. Promote fair labour practices and ensure there is no child labour, forced labour, or human trafficking in your operations or supply chain.

# Do's

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### **Do prioritise health and safety**

Provide a safe and healthy working environment for all employees. Follow industry best practices and promptly address any safety concerns or incidents.



### **Do protect the environment**

Adopt environmentally responsible practices by minimizing waste and emissions, complying with environmental regulations, and promoting the sustainable use of natural resources. Support green procurement by prioritising environmentally responsible sourcing, improving resource efficiency, and selecting sustainable products and services wherever feasible.



### **Do maintain accurate and transparent records**

Ensure that all documentation, reporting, and financial records are complete, accurate, and maintained in accordance with legal and contractual requirements.



### **Do respect confidentiality and data privacy**

Safeguard sensitive information shared during business engagements. Use data responsibly and comply with data protection regulations.



### **Do support transformation and inclusion**

Contribute to local economic development through inclusive practices such as skills development, employment equity, and supplier diversity, in line with South Africa's B-BBEE principles.



### **Do foster a speak-up culture**

Encourage a culture where employees and partners feel safe to raise concerns without fear. Ensure that concerns are taken seriously and investigated appropriately.

# Don'ts

Exxaro Ethical Business  
Conduct Guidelines  
for Suppliers



## **Do not engage in corruption or bribery**

Do not offer, accept, or request bribes, kickbacks or any form of improper payment to secure business or influence decisions.



## **Do not offer loans or personal benefits to employees**

Loans, cash payments, vouchers, entertainment, personal favours, or any other benefit intended to influence business decisions or improperly gain advantage in any commercial relationship are strictly prohibited.



## **Do not violate laws or regulations**

Compliance with all applicable local, national, and international laws is mandatory – non-compliance will not be tolerated.



## **Do not exploit labour or violate Human Rights**

Never use forced, child, or involuntary labour. Treat all workers fairly and with dignity, and provide safe and humane working conditions.



## **Do not disregard health, safety, or environmental standards**

Do not compromise on safety. All unsafe practices, environmental breaches, or non-compliance with health standards must be reported and corrected immediately.



## **Do not discriminate or harass**

Unlawful discrimination, harassment, or abuse of any kind based on race, gender, religion, disability, or other protected characteristics is strictly prohibited.

# Don'ts

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## **Do not misuse confidential information**

Information shared by Exxaro must be treated as confidential and used solely for its intended business purpose.



## **Do not participate in anti-competitive practices**

Price fixing, market manipulation, collusion, or any conduct that violates competition laws is strictly forbidden.



## **Do not ignore conflicts of interest**

Any real or perceived conflict of interest must be disclosed. Suppliers should avoid relationships or activities that could impair objective business judgment.



## **Do not falsify records or reports**

All documentation, including invoices, quality reports, and certifications, must be truthful, accurate, and complete.



## **Do not ignore community or environmental impact**

Suppliers are expected to minimise their environmental footprint and refrain from activities that harm local communities or ecosystems. This includes avoiding pollution, unsafe waste disposal practices, and any operations that may negatively affect the environment or surrounding communities.



## **Do not retaliate against whistleblowers**

Suppliers must support a culture of speaking up. Retaliation against individuals who report misconduct in good faith is unacceptable.



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