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8th March 2023

Dear Supplier,

We hope this letter finds you well. As part of our commitment to promoting ethical and sustainable practices, and increasing demands from our large business and government customers we would like to inquire about your company's policies and performance on its impact on people and planet.

Those requests are getting more and more serious, leading us to have to make changes in suppliers to retain major customers and grow our revenue. Beyond that we believe businesses can have a really powerful positive impact on the world.

The most critical questions we're asking you and competitors:

- Your company's ethical and sustainability policies, including the percentage of suppliers who adhere to these policies.
- The steps you take to reduce your environmental impact, such as reducing waste or greenhouse gas emissions, including the percentage reduction in greenhouse gas emissions and waste over the past year. If you have net zero targets, what steps have you taken and do you have clear plans for the next 12 months to achieve net zero?
- Evidence of certifications or audits that demonstrate compliance with ethical and sustainability standards, including the percentage of suppliers who have been certified or audited.
- What percentage of your suppliers are owned by discriminated groups including First Nations people, Non-binary & gender diverse, diverse cultures and backgrounds & discriminated groups?
- What anti-modern slavery policies and processes do you have in place and what percentage of your supply chain has been assessed?

We believe your products & services are the best in the market, so we really do not want to switch providers but these topics supersede those needs, so we'll be reviewing your responses very carefully.

We value our partnership with your company and are committed to working together towards a more sustainable future. Thank you for your time and attention to this matter.

Regards,

Simon Smallchua, COO