

Business Continuity Management (BCM) Supplier Policy

At a glance

This policy outlines One New Zealand Group Limited’s (One NZ) commitment to business continuity and defines the accountabilities and responsibilities in support of a Business Continuity Management System (BCMS) to meet its strategic objectives.

To ensure that it can respond to operational disruptions, One NZ commits to operating a BCMS appropriate to the amount and type of impact the organisation may or may not accept. The outcomes of maintaining a BCMS are shaped by the nature and scale of its operations and the services and programs One NZ provides to its interested parties.

Scope

This Code applies to all Suppliers that provide Goods and /or Services to One New Zealand Group Limited (One NZ).

The phrase “Supplier” in this Supplier Policy shall, where relevant, also include all officers, employees, contractors, subcontractors, and agents of Supplier.

Compliance levels are monitored and reviewed by appropriate governance bodies.

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1. Principles

Supplier shall:

- 1.1. promptly and accurately complete and return One NZ Business Continuity Management (BCM) Questionnaire whenever requested by One NZ for the goods and /or services provided to One NZ (no more often than once per calendar year);
- 1.2. have its own Business Continuity Management system and arrangements in place, based on an accepted international standard (e.g., ISO 22301).
- 1.3. assign an accountable person for Business Continuity Management for the goods and /or services provided to One NZ.
- 1.4. perform a risk assessment on a periodic basis to identify the risks that could cause a business interruption in relation with the provision of goods and /or services to One NZ and ensure that appropriate controls are implemented to manage and control such risks (e.g., Business Continuity Plan (BCP)).
- 1.5. have a documented BCP in place to ensure continuous provision of the goods and /or services to One NZ. The plan shall set out how business operations shall be restored following an interruption to or failure of business processes within a time period agreed with One NZ as described in this agreement.
- 1.6. test the BCP on a periodic basis to ensure plan effectiveness in relation to the provision of the services to One NZ.
- 1.7. in the event One NZ identifies a weakness or non-compliance in Supplier's BCP or other BCM arrangements related to the provision of services to One NZ, the Parties shall address such weakness or non-compliance in the form of mutually agreed action plan and timeframes.
- 1.8. have a crisis management plan that describes the actions to be taken in the event of an incident or event that impacts the delivery of goods and /or services to One NZ.
- 1.9. notify One NZ in the event of a service interruption which impacts the provision of the goods and /or services to One NZ.
- 1.10. participate in One NZ's managed business continuity exercises or audits as requested by One NZ (no more than once per calendar year);

2. Speak up

- 2.1. Supplier shall report any instances of unethical behaviour or breaches of this Policy (in relation to the goods and/ or services being provided to One NZ) in confidence using the 'Speak Up' contact details below. Supplier shall regularly promote these One NZ 'Speak Up' contact details (as may be updated by One NZ from time to time) and have them permanently available within Supplier's organisation and to any contractors or sub-contractors working on Supplier's behalf for One NZ

2.2. Breaches of this Policy can be reported by following the instructions outlined here:
<https://secure.ethicspoint.com/domain/media/en/gui/74045/index.html>

10 Document History

Policy Owner:	Policy Champion:	Version:	Date:
Head of Procurement	Dylan Semmens	Version 1.1	24/03/2023

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1.0	23/03/2022	First draft	Rajat Sana
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1.1	18/03/2023	Updated to One NZ name change	Rajat Sarna