



26/07/2021

**Dear Supplier,**

**Baby Bunting Ethical Sourcing Code, Sedex On-Boarding and QA/QC Procedures.**

Baby Bunting is committed to ethical sourcing. Baby Bunting has developed an Ethical Sourcing Code. The Code sets out the minimum standards expected of suppliers in the areas of labor, environment and governance matters.

We are pleased to share with suppliers the **Baby Bunting Ethical Sourcing Code** along with other vital QA & QC documents.

To support our new Ethical Sourcing Code, Baby Bunting has adopted **Ethical Sourcing Procedures**. These procedures will assist us in understanding more about the ethical sourcing matters in Baby Bunting's supply chain.

**We are seeking your assistance**

As part of Baby Bunting's Ethical Sourcing Procedures, we will be assessing the ethical compliance of our suppliers and their tier 1 manufacturers. We believe this is important for both your business and Baby Bunting as it will enable us both to obtain greater confidence and help us all play a part in ensuring that we work to improve ethical practices in the supply chain.

As a first step, we are asking you (the supplier) and your tier 1 manufacturers (where the majority of the manufacturing / assembling it taking place) to register on Sedex (Supplier Ethical Data Exchange) and complete the Sedex Self-Assessment Questionnaire (SAQ).

If you (and/or your tier 1 manufacturer) are not currently registered on Sedex, you (and/or your tier 1 manufacturer) will need to register through the Sedex web site for a basic B Membership and complete the Sedex SAQ as a minimum. Once you have done this, you should then establish the right link with Baby Bunting through the Sedex platform.

There is a modest fee of around £100 per annum to join Sedex B membership as a supplier. If you have any questions about this fee, I encourage you to speak to the Baby Bunting ethical sourcing officer **or** the quality and compliance manager as listed below.

Once you and your tier 1 suppliers are registered on Sedex and completed the SAQ, you simply need to establish the right link with Baby Bunting through the Sedex platform as below:

Step 1: Your tier 1 suppliers link your company via Sedex as a direct customer relationship; and

Step 2: Your company links Baby Bunting via Sedex as a direct customer relationship. – Our Sedex Reference No. ZC408668903, under the company name of Baby Bunting Pty Ltd; and

Step 3: Your company needs to link your tier 1 suppliers/manufacturing sites to Baby Bunting via Sedex as an indirect customer relationship and grant Baby Bunting permission to view their profile.

**We would ask that you seek to do this as soon as possible.**

Over the next 6-12 months, Baby Bunting intends to fully transition to its new Ethical Sourcing Procedures. Importantly, Baby Bunting will not register products for sale in Baby Bunting's system, unless

the Ethical Sourcing Procedures have been followed including Sedex registration and undertaking of any required audits.

Where Baby Bunting is satisfied that a supplier has effective systems in place that provide an equivalent level of assurance about ethical sourcing (as Baby Bunting's Ethical Sourcing Procedures), Baby Bunting may exempt a supplier (and their manufacturing sites) from some or all of the requirements in its Ethical Sourcing Procedures.

**Baby Bunting has implemented new product submission procedures:**

- A. The following documents have been provided to all Baby Bunting suppliers which will allow you to have access the most current Baby Bunting Ethical Sourcing, QA & QC documents as described below:
1. Supplier On-Boarding Letter
  2. Baby Bunting Ethical Sourcing Code
  3. Baby Bunting Ethical Sourcing Procedure
  4. Product Registration Form – Merchandise (excel)
  5. Supplier Information Form – Quality Department (excel)
  6. QA & QC Approval Requirements
  7. Baby Bunting Product Test Requirements (Excel)
- B. Suppliers are required to return the 'Product Registration Form – Merchandise' form to **Baby Bunting's buying team**. All mandatory fields in the form must be completed.
- C. Suppliers are required to return the 'Supplier Information Form – Quality Department' form to **Baby Bunting's Quality Assurance & Compliance Department**. All fields in the form must be completed. **Important: do not send this form to Baby Bunting's buying team**. The information in this form will be kept confidential and handled exclusively by Baby Bunting's Quality Assurance & Compliance Department.

Products can be registered in Baby Bunting system only if you have met our ethical sourcing compliance requirements as outlined in document 2 & 3, as well as completing for submission excel document 4 & 5.

**Information on Sedex**

Sedex is a global profit for purpose membership organization, home to the world's largest collaborative platform for sharing responsible sourcing data on supply chains. One of the benefits of joining Sedex is that it enables suppliers to easily share ethical sourcing information and audit results with multiple customers. We know a number of our suppliers are existing members of Sedex.

For further information about Sedex and registering on the Sedex platform please refer to its website, <https://www.sedex.com/> or contact the Sedex Help Desks:

- Australia: tel: +61 2 8417 2844
- UK: helpdesk@sedexglobal.com tel. +44 (0)11 6290 8163
- China: helpdeskchina@sedexglobal.com tel. +86 (0)21 8031 1666
- Latin America: helpdesklam@sedexglobal.com tel. +56 2 22318251

Sedex has an excellent e-learning component that is accessible through your membership to help you with set up, SAQ and how to link to buyers/suppliers which will answer most questions you may have as you get started with Sedex.

### **Further information**

Should you require more information about the Baby Bunting Ethical Sourcing, QA & QC procedures, please do not hesitate to contact:

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I thank you for your support with this important initiative.

Kind regards

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Quality Assurance & Compliance Manager