



APPROVED SUPPLIER CODE OF CONDUCT

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1. INTRODUCTION & TIMELINE

To ensure the highest level of customer satisfaction, My Food Bag (MFB) carefully identifies and selects the best suppliers for each of our core food categories. This Approved Supplier Programme (ASP) is designed to meet MFB's need for receiving the highest quality goods and services in an efficient, cost-effective manner.

By submitting the attached declaration, you undertake to agree to the terms and conditions of supply as set out in this document, including that the ingredients supplied from that date onwards will meet MFB's requirements pertaining to origin, sustainability, quality, and accuracy. You also declare that the premises and processes used to manufacture or pack these ingredients achieve the required Food Safety Standards and that all labels contain critical information, as required under the Food Act 2014, Australia and New Zealand Food Standards Code (ANZFS), Fair Trading Act 1986 (FTA) and any other subsequent or applicable legislation.

By becoming an approved supplier for MFB, MFB can elect to order products and ingredients from you at its discretion and this ASP shall apply to each order. Unless agreed separately in writing, MFB is under no obligation to you in relation to exclusivity of supply or minimum purchase amounts and can terminate the supply arrangement at any time in its absolute discretion. If you no longer wish to be an approved supplier for MFB, you can provide MFB with 30 days written notice of this request.

All suppliers for MFB are required to complete this declaration. If you have any questions, please contact the MFB Procurement team through the supplier email purchasing@myfoodbag.co.nz.

2. REQUIRED ADHERENCE TO THE FOOD ACT 2014

Under the Food Act 2014, all food manufacturers in New Zealand must eventually operate under a Food Control Plan (FCP) or a National Programme (NP).

To be accepted as an Approved Supplier, MFB requires suppliers to implement one of the following (based on the type of ingredients supplied):

- Ministry of Primary Industry (MPI) Approved Food Control Plan; or
- National Programme (as applicable under MPI requirements).

MFB also requires the following certifications (if applicable) to the ingredients being supplied:

- Gluten Free certification – approved to NZ standards (currently 3ppm in accordance with the [Australia New Zealand Food Standards Code – Schedule 4](#); and
- Importer Registration (MPI).

For all new suppliers, MFB requires that the appropriate standard(s) are approved by MPI prior to the initial supply to MFB.

Below is a list of resources to facilitate implementing your risk management programme:

- [Food Safety Programmes](#)
- [Ministry of Primary Industries Food Control Plans](#)
- [Food Safety Recall Documentation](#)
- [Ministry of Primary Industries Recall Information](#)
- [AsureQuality \(MFB GF Auditors\)](#)

3. GLUTEN FREE (GF) GUIDELINES

All suppliers of Gluten Free ingredients are categorised by MFB based on their perceived risk as follows:

- **Low risk:** suppliers of raw ingredients including produce; butchery; poultry, etc;
- **Medium risk:** suppliers of gluten free approved retail products, endorsed by Coeliac NZ or through independent auditors/testing; and
- **High risk:** re-packers (spices, sauces, etc) and/or contract manufacturers of MFB ingredients.

Low risk. MFB requires a declaration be completed, prior to supply to MFB, confirming that no gluten is used on site or that appropriate measures are taken by the supplier to ensure gluten does not contaminate the MFB ingredients.

Medium risk. Suppliers must complete a declaration confirming that they have met the NZ standard of "no detectable gluten" (currently accepted at <3ppm). If a supplier's ingredients are certified as Gluten Free under NZ labelling legislation and those ingredients are sold in NZ retail stores as Gluten Free, MFB will require the previous independent audit results to be lodged alongside this document and updated with each new audit.

High risk. Where a supplier repacks on behalf of or develops ingredients exclusively for MFB's Gluten Free Bag, MFB requires these suppliers cooperate in annual independent audits confirming that their manufacturing site meets the requirements of "no detectable gluten" (currently <3ppm). The supplier will be responsible for all costs associated with such audit.

[AsureQuality](#) provides independent auditing services for MFB's suppliers. Audits will be completed in line with the requirements for achieving the Crossed Grain Logo accreditation. Suppliers are expected to submit testing samples to AsureQuality and MFB and to publish the results as required.

The supplier shall keep and maintain full and accurate records of all audits and will, at MFB's request, allow MFB access to these audits.

If the supplier fails an audit or detectable gluten test, the supplier must immediately notify MFB in writing.

Ingredient origin

Where an ingredient is certified as Gluten Free and originates from a country outside of NZ, MFB requires the ingredient to be tested to NZ Gluten Free Standards (currently <3ppm).

Coeliac New Zealand - Crossed Grain Accreditation

Suppliers of retail Gluten-Free ingredients are recommended to maintain the Crossed Grain logo accreditation. To achieve this, an ingredient must be:

- Tested to have "no detectable gluten" (currently <3ppm) under the standard - able to label the product as 'Gluten Free' in Australia and NZ; and
- Subject to independently accredited laboratory testing every six months and random audit testing.

Exemptions from maintaining this standard on retail ingredients may be given as long as the supplier as long as the supplier can demonstrate it meets the [NZ legal definition of "Gluten Free"](#).



4. LABELLING REQUIREMENTS

All ingredients (and external packaging) must be labelled according to the ANZFS Standard 1.2.1. Helpful information on on Food Labelling can be [found here](#).

In addition, MFB requires that the following is clearly identified for all ingredients:

- Correct Net weight (Net Weight = The Minimum Weight for butchery, poultry and seafood ingredient packed for MFB);
- Notification if the ingredient is packed in proximity to peanuts/tree nuts, soy, milk, egg, Gluten Containing - cereals, seafood/fish crustacea or sesame;
- Accurate Best Before Dates (BBD) or Use By Date (UBD);

Ingredients repacked or manufactured on behalf of MFB are required to have approved MFB branded labels. These must be procured centrally through MFB approved printers.

Suppliers warrant that all ingredients that they supply to MFB will comply with all applicable laws, regulations, standards, codes and that all statements made in relation to the ingredients/products or any labels provided by the supplier comply with the requirements set out in the FTA.

5. SUSTAINABILITY & ETHICAL REQUIREMENTS

Ingredients supplied to MFB must first meet the ethics and sustainability requirements listed below:

- Exclusive use of free-range free farmed or wild meat and animal products (NZ Origin Only);
- Fair worker remuneration, and labour rights;
- Suppliers will operate a Health and Safety management system compliant with the Health and Safety at Work Act 2015, associated regulations and relevant codes of practice;
- Bribery and corruption-free business practices;
- Seafood procured in line with the NZ's Quota Management System (QMS);
- Products free of harmful preservatives and/or additives (Please see banned additives Appendix 1); and
- No frozen butchery, poultry or seafood products unless specifically approved.

Sustainability at MFB extends to the environmental impact of packaging, transport efficiencies, etc., and as such MFB requires suppliers to work with MFB to reduce the environmental impact.

6. SUPPLIER REVIEWS

Suppliers will undergo performance reviews covering their adherence to the requirements set out in this ASP at a frequency determined by the category Purchasing Manager.

It is the supplier's responsibility to provide necessary performance information in these reviews. As a base, each supplier will be reviewed against the following categories:

- Key Performance Indicators (KPI) specifically delivery in full on time (DIFOT) and customer complaints (quality etc.);
- Review of rejected stock since the last review;
- Adherence to Food Act 2014 and the Health and Safety at Work Act 2015, specifically section 42 Duty of PCBU who supplies plant, substances, or structures;

- Gluten Free conformance, audit and testing results (if applicable);
- Adherence to the MFB Sustainability Requirements;
- Adherence to labelling requirements (including the requirements set out in the FTA); and
- New Product Development (NPD).

7. MFB SUPPLIER AUDIT REQUIREMENTS

In addition to any other audit requirements as set out in the ASP, all MFB suppliers will be required to undergo an annual MFB Audit. The supplier will be responsible for all costs associated with such audit.

The MFB Food Safety and Quality Standard has been designed to ensure suppliers deliver compliant, quality and safe ingredients to MFB.

The audit requirements apply to all suppliers of MFB ingredients and products including those manufacturing, processing, storing and distributing of all food supplied to MFB where the food and food ingredients are intended for use and/or consumption by the public.

MFB is willing to discuss providing an exemption to the MFB Audit requirement, provided the supplier is already audited to a very high standard.

Exemption requests should be emailed to purchasing@myfoodbag.co.nz.

Audit standards that MFB may consider to be of a very high standard (and therefore may allow the supplier to receive an audit exemption) include:

- BRC = British Retail Consortium
- WQA = Woolworths Quality Assurance
- SQF = Safe Quality Food
- GFSI = Global Food Safety Initiative

8. DECLARATION

By completing this form, the supplier declares that they have read and understood the requirements outlined by MFB under this ASP. This sheet is to be submitted, with all relevant supporting certificates and/or documents (including your FSP or National Programme or Food Hygiene Registration Cert if applicable) to purchasing@myfoodbag.co.nz.

DECLARATION	
	I hereby confirm that our business operates under a current: A) Food Safety Program (FSP) or National programme (if applicable), or B) Food Hygiene Registrations Certificate and are able to supply products in accordance with the requirements of this document;
DECLARATION	
	I hereby confirm our business operates under the Sustainable and Ethical Business requirements outlined in section 5 of the MFB Supplier Code of Conduct;
	I hereby confirm that I will comply with all of the MFB labelling requirements in Section 4 of the MFB ASP;
	As a Gluten Free Supplier, I hereby confirm that our business operates under the requirements set out in Section 3 of the MFB ASP and that we will supply gluten free ingredients meeting the NZ Legal definition (3ppm);
	I undertake to comply with all laws relating to the growing, manufacture or supply of the products or ingredients including, without limitation, reviewing and maintaining in force all necessary licences, consents and other documents and permits required for those purposes;
	I agree to indemnify MFB against any claim, loss or liability which is made against, or incurred by, MFB, arising directly or indirectly from any faulty or defective ingredients or products that I have supplied;
	I hereby declare that when I make a representation regarding a product (for example, gluten free, free range, wild etc) I will have reasonable grounds for the representation and, upon a request from MFB, I will supply evidence that the product supplied to MFB meets this requirement;
	I hereby declare that I will accept the requirement to be audited under the MFB Food Safety and Quality Standard as outlined in section 7 of the MFB Supplier Code of Conduct;
	I agree that the liability of MFB to me shall not in aggregate exceed the invoice price of the ingredients or products in respect of which the liability arises;
	I hereby confirm and understand that the products will not be supplied to MFB that contain ingredients from the MFB Banned Additives List in Appendix 1;
	I hereby confirm I understand Appendix 2 relating to Ingredient Supply Requirements for the Vegetarian, Gluten Free and Fresh Start Bag and will not supply ingredients that do not conform to those requirements
	I hereby agree to the exclusion of supply opportunities and halt in supply conditions as set out at section 5.

APPENDIX 1 MY FOOD BAG BANNED ADDITIVES

The following additives are banned for supply to MFB and any product supplied must not contain:

Flavour Enhancers	143 (Fast green FCF)
E621 (MSG)	142 (green S)
E622	132 (Indigotine)
E627	124 (Ponceau 4R)
E631	104 (Quinoline yellow)
E635	110 (Sunset yellow FCF)
E950	102 (Tartrazine)
E951	123 (amaranth)
E952	160b (annatto, bixin)
E954	120 (Carmine)
E955	127 (Erythrosine)
E961	
E962	E320 (BHA & BHT)
	E924 (potassium bromate)
Artificial colours	High Fructose Corn Syrup
129 (Allura red AC)	E280, E281, E282, 283
122 (Azorubine/Carmoisine)	(propionates)
151 (Brilliant black BN)	E310, E311, 312 (all gallates)
133 (Brilliant blue FCF)	E319 (TBHQ)
155 (Brown HT)	

APPENDIX 2 SPECIFIC BAG INGREDIENT SUPPLY REQUIREMENT

Suppliers will know what specific bag your ingredients are destined for, by reviewing your Supplier Forecasting Portal and your Purchase Order.

My Vegetarian Bag Requirements

All ingredients supplied for the MFB "My Veggie Bag" must not contain:

- animal flesh, including fish;
- ingredients that come from any part of the animal (for example, animal rennet's (derived from the stomach lining) and Gelatine);
- anchovies / crustaceans (sometimes used in pickles, curries and condiments as a flavouring additive)
- carrageenan (E407) (this is considered vegetarian but is not permitted);
- isinglass (derived from fish and used as a clarification agent);
- disodium inosinate / ribonucleotides (E 631/635),
- flavour enhancers derived from animals or fish (this is banned for all MFB ingredients and products);
- l-cysteine (E920) (derived from animal hair and feathers); and
- bone phosphate (E542) (an anti-cracking agent derived from bones).
- Calcium carbonate (E170, colour/anti-caking) if animal derived
- Carmine (carminic acid E120), derived from insects.

My Gluten Free Bag Requirements

All ingredients supplied for the MFB "My Gluten Free Bag" must not contain:

- Detectable Gluten; (currently accepted at <3ppm)
- Gluten disclaimer on the label ("Made in a factory that contains or handles Gluten");

My Fresh Start Bag Requirements

All ingredients supplied for the MFB "Fresh Start Bag" must not contain:

- Refined Sugar (e.g. cane/white/brown/raw/caster/muscovado (granulated sugar), rice malt syrup, golden syrup, molasses, rapadura, high fructose corn syrup (HFCS))
- Non-nutritive sweeteners (e.g. stevia, polyols, saccharin, aspartame, sucralose)
- Permitted sweeteners include honey, dates & date syrup, maple syrup, fruit