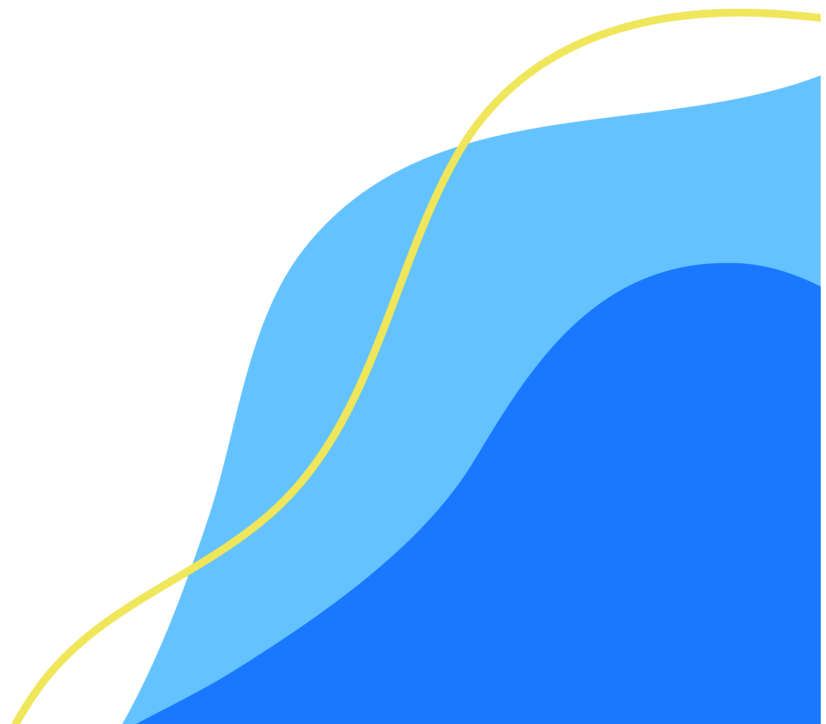


Woolworths Group Supplier Guidance - Shared Facilities (Asia)

Prepared by Woolworths Group Responsible Sourcing Asia
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Version 1

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tomorrow



Supplier Guidance-Shared Facilities Requirements

(Applicable to sites in Asia & Indian Subcontinent only)

'Shared Facilities' is a term used when a factory shares its premises with others. This may be where parts of the building are occupied by others or where shared workplaces have "common areas" that are under the control of a landlord rather than the occupier(s) of the premises.

Sharing facilities/premises with other businesses can lead to an increase in health and safety risks, due to a reduced control of neighboring companies' practices. In order to reduce the risks, Woolworths is asking suppliers to disclose if their premises are shared, and to keep us informed if a supplier is moving to a shared facility. The risk associated with shared facilities can vary depending on the type of building and nature of the shared facility arrangement.

Below is a non-exhaustive list of possible situations, and what additional controls or remediations would be required to accept a shared facility under the Woolworths internal guidelines. To seek guidance for shared facility types not listed below, please contact Woolworths Group Asia Responsible Sourcing Team at:

asiare sponsiblesourcing@woolworths.com.au and the team will verify the shared facility remediation actions and/or share the required risk assessment documentation.

No.	Shared Facility Type	Woolworths Group Requirement
1	Shared facilities with separate floors for commercial purposes, e.g. restaurant, market places, shops, public spaces, etc.	<i>Typically not accepted due to the risk involved.</i>
2	High risk process occurring in the same building. No centrally connected fire alarm system throughout the building, e.g. flammable chemical storage, welding process, hot work.	<i>Typically not accepted due to risk involved.</i>
3	Building with adjacent walls to another factory (e.g. sharing wall(s) with another premises)	<i>Typically not accepted due to risk involved.</i>
4	Dormitory in the same building as production area or warehouse	<i>Typically not accepted due to risk involved.</i>
5	Building containing multiple factories	<i>Risk assessment required.</i>
6	Separate production building but shared common facilities (e.g. a dormitory or canteen that shares with other entities)	<i>Risk assessment required.</i>
7	All areas are separate but located in common premises	<i>Risk assessment required.</i>

Woolworths Risk Assessment Questionnaire for Shared facilities:

If a risk assessment is required, we require suppliers to complete a questionnaire with details. Once the supplier has completed it, the **Risk Assessment Questionnaire** should be sent back to the Responsible Sourcing Team for review and follow-up. Suppliers can download the template from the [Woolworths Group Website-Respecting Human Rights- helpful links](#).

- **Desktop review:**

The Responsible Sourcing Team will recommend further actions based on the outcome of reviewing the risk-assessment questionnaire. Further documentation that may be required include:

- Fire License
- Building Certificate
- Joint Fire Drill Records
- Other evidences

- **Onsite assessment:**

An onsite visit may be required as part of the risk assessment, this may be at the suppliers' cost.