

Supplier Code of Conduct

Effective: 8 JUNE 2023





Acknowledgement of Country

Team Global Express acknowledges the Traditional Custodians of the land on which we operate, live, and gather as employees and workers and recognize their continuing connection to land, water, and community. We pay respect to Elders past, present, and emerging.

Overview

Team Global Express means: Team Global Express Pty Ltd and includes Australian Parcels Group and NZ Logistics Holdings Limited, abbreviated to "TGE".

TGE is a diversified transportation and logistics business with an unparalleled network across Australia and New Zealand. The company has a suite of high-quality assets and is either number one or two in its core markets, which includes express parcel, freight delivery and domestic forwarding services in Australia, and transport and contract logistics services in New Zealand. The company serves more than 36,000 customers, employs over 8000 people, and generates more than A\$3b in annual revenue.

This document, and related guidance, establishes expectations of TGE's suppliers with regard to business practices, including but not limited to their approach to human rights, the environment, and ethical practices. All TGE suppliers, defined as third parties with whom TGE has active commercial relationships for the supply of goods or services, are expected to apply this Supplier Code of Conduct.

Compliance with the supplier code of conduct

- Suppliers and their employees, personnel, agents, and subcontractors (collectively referred to as "Suppliers") must adhere to this Supplier Code of Conduct (SCoC) while conducting business with or on behalf of TGE.
- Suppliers must require their subcontractors acknowledge and implement the Code of Conduct in their operations and across their supply chains. Suppliers must promptly inform their TGE contact, a member of TGE management, or the contacts provided at the end of this document when any situation develops that causes the Supplier to operate in violation of this Code of Conduct.
- All TGE Suppliers must conduct their employment practices and are required to comply with recognised local national and/or international laws, regulations, standards, and appropriate codes of practice, including, but not limited to those which have been summarized in this SCoC. We expect our suppliers to adhere to these standards.
- While TGE suppliers are expected to self-monitor and demonstrate their compliance with the SCoC, TGE may audit Suppliers or inspect Suppliers' facilities to confirm compliance. Suppliers that behave in a manner that is unlawful or inconsistent with the SCoC, or any TGE policy, risk termination of their business relationship with TGE.
- TGE is committed to maintaining a high standard on human rights and fair labor practices in its supply chain. When requested by TGE, supplier will provide necessary information and supporting documentation to enable TGE to perform and complete supply chain due diligence, including disclosure of certain information from subcontractors as may be required by TGE.



Modern Slavery and Human Rights

TGE is committed to respecting and supporting the dignity, well-being, and human rights of our employees and those who we engage with through our supply chain. This includes taking steps to ensure that there is no slavery, servitude, forced or compulsory human labor, human trafficking, child labor, debt bondage and deceptive recruiting for labor (collectively known as “Modern Slavery”) in any part of our business or in our supply chain. TGE expects its suppliers to share our commitment to act lawfully and ethically and to work to ensure that modern slavery is not taking place within their Organisation or their supply chain. These include the following standards: As a minimum, we expect our suppliers to:

- Comply with all applicable Human Right laws and regulations as well as the United Nation Guiding Principals (UNGP's).
- Pay fair wages in line with legislation and awards for the industry and market.
- Provide a safe and hygienic environment for their staff and take reasonable steps to avoid accidents and injuries.
- Treat those who work for or on behalf of its business with dignity and respect, promoting an environment free from discrimination, harassment, and victimization.
- Oppose Modern Slavery in all forms.
- Monitor supply chains on a continual basis for compliance with the above requirements and to promptly investigate any suspected non-compliance of the above within its supply chain and communicate immediately to TGE.

Child Labour

- All forms of unlawful employment or exploitation of children are prohibited. Suppliers must not employ anyone under the age 16, under the age for completing compulsory education, or under the legal minimum working age for employment, whichever requirement is most restrictive. This guidance is subject to exceptions recognised by the International Labour Organisation.
- Where applicable, child protection measures are in place to ensure that children suffer no harm, exploitation, or abuse as a result of the activities of workers in the workplace.
- Suppliers are required to have a remediation plan in place to ensure that, in the event of any child labor is found.
- TGE will not do business with any Supplier that uses such programs in a fraudulent or deceptive manner. Suppliers must prohibit workers who are under the age of 16 from performing work that is likely to jeopardise their health or safety such as night work, overtime, heavy lifting and working with toxic or hazardous materials.

Forced Labor

- All forms of forced labor are prohibited, including recruiters, employment agencies, sub-agencies recruitment firms, are prohibited from using any form of prison, trafficked, indentured, or bonded labor.
- Suppliers must have a voluntary labor compliance plan in place that (1) relies on the ILO's “Indicators of Forced Labor” to identify instances of forced labor in the supply chain; (2) provides provisions for training Supplier personnel and raising their awareness of issues related to forced labor, and (3) details what



remediation the Supplier will provide in case of any violations.

- Original personal identification and travel documents are not retained, and freedom of movement is not restricted.
- Workers are not charged or required to pay fees or deposits to obtain or maintain employment. Pay is not withheld, and no conditions are present that constrain a worker's ability to freely choose employment.
- Accurate and understandable information regarding the nature of work, compensation, work hours, and benefits is provided in writing in advance of employment.

Compensation and Benefits

- Suppliers must provide fair compensation for all employees and workers, including employees who are permanent, temporary, migrant workers, apprentices, and contract workers. Such compensation must meet the legal minimum standards as required by local law.
- All employees and workers shall be provided with a clear, timely, and understandable wage statement that includes sufficient information to verify accurate compensation for work performed. Payment is made on time and on at least a monthly basis. Deductions are not taken from pay as punishment; all disciplinary measures must be recorded.

Anti-Discrimination

- Suppliers must commit to a workforce and workplace free of harassment, unlawful discrimination, and retaliation. Suppliers should ensure their business practices respect the rights of different demographic groups, including women, and migrant workers. While we recognize and respect cultural differences.
- Suppliers must provide equal opportunity in the workplace, and not engage in harassment or discrimination in employment on the basis of age, ancestry, citizenship, color, family or medical care leave, gender identity or expression, genetic information, marital or family status, medical condition, national origin, physical or mental disability, political affiliation, union membership, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable local laws, regulations, and ordinances.
- All forms of abuse or harassment in the workplace is prohibited.

Environment

TGE recognises its social responsibility to protect the environment and promote environmental sustainability. We expect Suppliers to share our commitments to proactively reduce carbon emissions, reduce water consumption, and minimize waste generation. All TGE Suppliers must, without limitation:

- Comply with all applicable environmental laws, regulations, including those that regulate hazardous materials, air, and water emissions, and wastes.
- Obtain and maintain all required environmental permits, regulatory approvals, and registrations.
- Legal title to or a legal lease for its land is obtained, and there are no indications that the supplier's right to own or lease that land is contested.



- Maintain policies and practices to mitigate environmental risks and prevent environmental harm.
- Make practical efforts to divert waste from landfill by maximizing reuse and recycling practices wherever possible.
- Prevent or minimize the use of energy, water, and raw materials. Where possible, these should be sourced from renewable or sustainable sources and appropriate conservation measures and design considerations implemented throughout Supplier products, services, and facilities.
- Follow and comply with all site rules, regulations and environmental requirements when visiting TGE sites. This includes reporting all incidents and near misses on TGE sites or whilst undertaking work on behalf of TGE, immediately, to the TGE contact and relevant authority in accordance with relevant legislation.

Health & Safety

At TGE we believe that everyone deserves to be safe at work and return home safely every day. This also applies to our suppliers while they are providing services to TGE.

- Suppliers are required to develop and implement health and safety management practices in all aspects of their business, without limitation suppliers must.
- Provide a safe and hygienic workplace in compliance with the law, minimize the cause of hazards inherent in the working environment and systems are in place to detect and manage potential risks to workers.
- Workers undertake health and safety training, hazardous materials and chemicals are properly stored, and workers are provided with the appropriate personal protective equipment.
- Health and hygiene for workers is provided as relevant at the site, including toilet facilities, access to drinking water and food safety.
- Unreasonable restrictions are not placed on workers' toilet, rest, or lactation break.
- Prohibit the use, possession, distribution, or sale of illegal drugs.
- Follow and comply with all site rules, regulations, health, and safety requirements when visiting a TGE site.

Freedom of Association

- The right to join, not join, or form a labor union in accordance with the law is respected without fear of reprisal, intimidation, or harassment.
- Where workers are represented by a legally recognised union, the supplier is committed to establishing a constructive dialogue with the union's freely chosen representatives and bargaining in good faith with such representatives.

Conflict of Interest

- Suppliers must be honest, direct, and truthful when answering questions from TGE about relationships with TGE employees.
- Avoid improprieties and conflicts of interests or the appearance of either.



- Suppliers must not deal directly with any TGE employee whose spouse, domestic partner, other family member or relative holds a financial interest in the Supplier.

Gifts Benefits & Hospitality

Suppliers must not offer or receive gifts, benefits, and hospitality that:

- Could inappropriately influence, or be perceived to inappropriately influence, the outcome of business transactions.
- Can be perceived to obtain any unfair or inappropriate advantage.

Anti-Competitive Practices

- Suppliers shall comply with governmental restrictions prohibiting restraint of trade, unfair practices, and abuse of economic power. Suppliers must not participate in anti-competitive conduct in the supply chain.

Bribery and Corruption

Australia has laws and regulations against corrupt behavior like bribery, embezzlement, money laundering and extortion. Any person or company who commits bribery, or associated offences, within or outside Australia, can be prosecuted. We expect our suppliers to:

- Comply with anti-bribery and anti-corruption laws and regulations.
- Not engage in bribes, pay-offs, kickbacks or any other inappropriate benefits, whether directly or indirectly, no matter how large or small in value.
- Adhere to the above even if it is legal or common practice in another country.

Trade Controls

While you work with TGE we expect you to comply with all relevant national and international laws, regulations, and restrictions. In particular, you must observe all relevant trade bans, restrictions, sanctions, and boycotts that apply to areas in which you and your supply chain operates.

Cyber Security & Privacy

Cyber Security and Privacy are non-negotiable parts of how we work. We expect our suppliers to work with us to protect TGE and our customers' data and networks. Suppliers must implement industry best practice or technical and Organisational security measures that align with TGE's security policies including managing and monitoring their supply chain to protect TGE and our customers' data and networks from breaches and unauthorised access. When suppliers become aware of a data or network breach, they must immediately notify TGE. Suppliers must treat TGE and our customers' data as confidential information and only use that data for the purpose of providing services to TGE. Suppliers who collect, use, store or have access to personal information held or provided by TGE must have adequate processes and effective technical security controls in place to protect personal information from misuse, interference, loss, and unauthorised access, modification, and disclosure. Using confidential information about TGE or one of its partners/suppliers for personal gain is both unethical and against the law. Suppliers



must have adequate processes and controls to monitor compliance with applicable security and privacy laws and contractual obligations, including requirements such as executing a Data Protection Agreement when acting as a data processor under the EU General Data Protection Regulations.

Concerns & Whistleblowing

TGE is committed to an environment where our suppliers, their employees or subcontractors can raise concerns about any actual or suspected breach of this code.

Suppliers, their employees, and sub-contractors can raise concerns with:

- Their TGE point of contact.
- Via email to tgewhistblower@pkf.com.au
- If a supplier, their employees, or sub-contractors (or family relations of individuals within these groups) does not feel comfortable doing this, they can report actual or suspected breaches through our formal whistleblower process via the Whistleblower Hotline 24/7 on 0800 348 455 (NZ) and 1800 945 044 (AUS).