



Linfox Logistics

Supplier Code of Conduct

April 2023



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At Linfox, our LIFT values - Loyalty, Integrity, Fairness and Trust – shape who we are, what we stand for and how we behave. These values are the foundation of our culture and the way we do business.

To achieve our vision to be Australia and New Zealand's most trusted logistics partner, everyone who undertakes work on behalf of Linfox must share the same view about what it takes to be successful.

Our Supplier Code of Conduct explains the standards of behaviour we expect from those who work with us. Just as we ask of our employees and subcontractors, we expect our suppliers to comply with our high standards.

We look forward to working with you.

Together, Stronger.



Ray Gamble
President Fleet and Procurement

Linfox – Our LIFT values

Our LIFT values are what underpins Linfox and our collective success.

Loyalty

We're about people and relationships. If we don't look after one another, we can't win. Together we find solutions and we don't take our relationships for granted.

Integrity

We do the right thing. Always. We're transparent, honest and ethical in our interactions with our colleagues, customers, suppliers and the public. In short, we're true to our word

Fairness

We're all equal and we treat each other with respect. We are one team working towards a common goal. We get the best results when we cooperate and uphold our mutual responsibilities.

Trust

We trust in each other to deliver. We trust in the good intentions of each other, and we're rewarded for that. We accept that trust must be earned and can't be taken for granted.



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Safety, health and wellbeing

At Linfox, nothing is more important to us than the safety, health and wellbeing of our people, customers and the communities in which we operate. Vision Zero is our long-term commitment to reducing risks and preventing fatalities, serious injuries and ill health across our business. Our Healthy Fox program promotes a culture of care through actions that are focused on enhancing the mental and physical health and wellbeing of our team.



We are committed to:

- providing training and coaching to strengthen understanding ownership and accountability
- consulting with our people when making decisions or proposing changes that affect their safety, health and wellbeing
- promoting a culture where it is safe to speak up and take action to reduce hazards and risks
- informing our people and customers about our safety, health and wellbeing performance and actions
- actively identifying, reporting, assessing and thoroughly investigating incidents, near misses, safety risks and opportunities
- complying with our legislative obligations and industry standards, providing a duty of care to our people
- establishing measurable objectives and targets, striving to continually improve our safety, health and wellbeing performance and management systems
- embedding mental health and wellbeing into everyday business.

We expect our suppliers to provide a safe, healthy workplace and care for their employees, subcontractors and anyone that could be impacted by their activities by:

- complying with all relevant laws and regulations related to Workplace Health and Safety
- documenting and implementing health and safety policies and standards, including systems to identify and record work-related injuries and illnesses
- providing appropriate equipment, risk assessment, resources, instruction, education and training for employees and subcontractors to safely carry out their duties, including provision of personal protective equipment
- not allowing a worker to undertake work when the worker's job performance is impaired by drugs (legal or illegal), alcohol or other substances
- understanding and following any Linfox health and safety directives and site requirements whilst on any Linfox worksite or premises
- identifying, reporting, assessing and thoroughly investigating incidents, near misses and safety risks.

Be Safer

Nothing is more important to us than the safety of our people, customers and the communities in which we operate. Vision Zero is our commitment to achieving:

- ZERO fatalities
- ZERO injuries
- ZERO motor vehicle incidents
- ZERO net environmental emissions
- ZERO tolerance of unsafe behaviour and practices.

Everyone has their role to play and that means always being accountable for your own safety and that of others. We will not rest on our laurels until Vision Zero is achieved, and we expect our suppliers to support us on this journey.

Sustainability and environment



At Linfox, we recognise that for our growth to be sustainable, we must operate in a way that is compatible with the expectations of society and in harmony with the environment.

We strive to achieve zero net environmental emissions through our GreenFox program by using energy efficiency, eco-behaviours and waste reduction.



We expect our suppliers to:

- comply with all relevant local and national laws and regulations relating to environmental performance, management and reporting
- implement and maintain environmental policies and practices for the efficient use of energy, water, and natural resource consumption
- ensure safe storage, transportation and disposal of hazardous substances including hazardous waste
- have an Environmental Management System which identifies, measures, manages and minimises environmental risks and impacts (such as energy usage, water usage, waste and emissions)
- actively pursue opportunities to improve environmental outcomes
- co-operate with Linfox to measure and track the sustainability performance of goods and services supplied to Linfox.

Code of behaviour and ethics

We never take our business relationships for granted.

For over 65 years, our customers and suppliers have been crucial to our success.

We are transparent, honest and ethical in all our interactions with customers, suppliers and the public. In short, our word is our bond.



We maintain our competitive advantage through consistently high standards and contract performance, rather than unethical or illegal practices. We reject all forms of corruption and bribery. We all have a responsibility to act appropriately when a conflict arises between our own self-interest and our duty to Linfox. This includes thinking carefully about whether receiving or giving business gifts may impact our ability to make objective decisions.

Anti-corruption

Linfox is committed to ensuring compliance with anti-corruption laws. We expect our suppliers to:

- ensure all business decisions are objective, fair and protect the reputation of customers and clients
- not attempt to bias a decision or gain a business or commercial advantage for another organisation's benefit, directly or indirectly, by promising, giving, requesting or agreeing to receive or accept bribes or facilitation payments including a kickback, favour, cash, gratuity, inappropriate level of entertainment or anything of an inappropriate value
- not offer, promise or give to any anyone a kickback, favour, cash, gratuity, inappropriate level of entertainment, or anything of an inappropriate value with the purpose of obtaining favourable treatment
- preserve and promote free competition in all undertakings, and not conceal or fail to report any indication of improper payments
- not engage in anti-competitive practices such as price fixing schemes, misleading or deceptive conduct, misuse of market power or bid rigging arrangements
- take reasonable steps to have appropriate policies and procedures in place designed to prevent corruption, bribery or anti-competitive behaviour, including insider trading and money laundering.

Gifts

Suppliers must not give to or receive from any Linfox employee, subcontractor or representative any gift entertainment, or other favour of material value, or any commission, fee or rebate, with the intent or effect of inducing anyone to forego their duties and provide unfair business advantage to Linfox, the supplier or others.

Whistleblower

In line with Linfox's Whistleblower Protection Policy, our subcontractors and suppliers must have processes in place to allow their employees to make disclosures of known or suspected incidents of fraud, corrupt conduct, and legal or regulatory non-compliance.

Incident reporting

We expect our suppliers to notify Linfox of any breaches by their own employees and subcontractors in regard to:

- any conduct that may cause a client or customer financial or non-financial loss or be otherwise detrimental to financial interests or damaging to reputation
- unlawful or unsafe conduct, including not complying with legislation, regulation, codes, guidelines and other regulatory instruments
- unethical or improper conduct, including dishonesty, fraud, corruption or bribery
- conduct that is in breach of confidentiality obligations
- gross mismanagement or repeated instances of breach of administrative procedures
- any other misconduct or improper state of affairs or circumstances.

Human rights and diversity

We want Linfox to be a place that's inclusive, safe and diverse, where we take pride in what we do and how we treat each other.

Every day we look for ways to improve our work environment, providing team members with the tools and resources they need to deliver, so they can achieve their best and enjoy their role at Linfox.



Our capable and motivated people are clear about the standards of behaviour and performance we expect and how these support personal and business success. We understand the importance of being physically and mentally fit and well.

Modern slavery

Linfox has a zero-tolerance approach to worker exploitation and modern slavery, including human trafficking, slavery, servitude, forced labour, debt bondage, forced marriage and child labour. We are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure worker exploitation and modern slavery is not taking place anywhere in our own businesses or those of our suppliers.

We expect our suppliers to:

- ensure their organisation is compliant with Australian and international laws and regulations in the areas in which the company operates

- demonstrate their commitment to eliminating worker exploitation and addressing modern slavery in all its forms
- promote awareness of concerns surrounding modern slavery, worker exploitation and labour rights to their employees and suppliers.

Inclusion

At Linfox, we value and encourage people we work with by treating them fairly and with respect. We expect our suppliers to do the same by:

- respecting the traditions, cultures and laws of the countries and communities in which we operate
- not discriminating against a person or group of people based on personal attributes
- not tolerating bullying or harassment of others because of gender, age, race, disability, personal orientations or beliefs
- where appropriate and practicable, supporting programs and initiatives that encourage supplier diversity and community investment
- show preference for local suppliers and resources on Linfox projects where reasonably practicable.

Indigenous engagement

In 2009, Linfox signed the Australian Employment Covenant (AEC) to support Aboriginal and Torres Strait Islander people into careers and help close the gap between Aboriginal and Torres Strait Islanders and non-Indigenous Australians. Our focus is to create meaningful and sustainable jobs for Indigenous team members by supporting them during their employment journey with advice, mentoring and other specialist support.

We expect suppliers will:

- respect cultural heritage and traditions of Indigenous communities and be aware that all matters should be handled respectfully
- promote work practices that create opportunities for inclusion and diversity
- conduct business in a way that achieves a positive impact on the local communities in which they operate.

Information security and data privacy

Linfox collects, manages and discloses personal and commercial-in-confidence information to the extent necessary to perform our business activities and functions, and as permitted by law and contractual arrangements in the jurisdictions in which we operate.

Information security and records

Suppliers must:

- properly protect all confidential, proprietary and personal information handled or processed
- implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk, including the risk of accidental or unlawful destruction, loss, alteration and unauthorised disclosure of such information
- only engage other suppliers and subcontractors who ensure the same level of technical and organisational security.

Intellectual property

Suppliers must comply with Linfox's intellectual property ownership rights and must seek prior approval for the use of any images, logos, trademarks, software, hardware copyrights, patents, trademarks and confidential and proprietary information.

Personal data

At Linfox we value the privacy of people we work with. We expect our suppliers to comply with all applicable data protection, privacy and information security laws and regulations.

Raising a concern

If a supplier becomes aware of a circumstance or action that contravenes or appears to contravene the Linfox Supplier Code of Conduct we encourage them to lodge a confidential report.

The Whistleblower Hotline telephone number is:

- Australia: 1800 225 968
- Outside Australia: +61 1300 776 234



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