



## Supplier Code of Conduct

*sgfleet* takes care in selecting suppliers of goods and services and expects them to operate to recognised national and, where applicable, international standards and appropriate codes of practice.

A supplier's business practices and actions may impact upon *sgfleet*'s reputation and for this reason, suppliers are expected to work to the following standards of conduct.

*sgfleet* reserves the right to carry out regular assessments of the practices of its suppliers to ensure compliance with this Supplier Code of Conduct. *sgfleet* may at any time direct a supplier to cease providing goods or services to *sgfleet* where the supplier does not respond in a complete and open manner to our requests for information or where the standards as set out in this Supplier Code of Conduct are compromised in any way.

This Supplier Code of Conduct applies to goods and services provided by a supplier to any *sgfleet* entities being SG Fleet Group Limited and its subsidiaries, which include:

Australia:	SG Fleet Australia Pty Limited ABN 15 003 429 356
	NLC Pty Limited ABN 57 052 442 645
	NLC Finance Pty Limited ABN 82 163 430 199
	NLC Insurance Pty Limited ABN 64 104 847 252
	Vehicle Insurance Underwriters Pty Limited ABN 85 063 264 371
New Zealand:	SG Fleet NZ Limited CN 1920318
United Kingdom:	SG Fleet UK Limited CN 06143809
	Fleet Hire Limited CN 4110984
	Motrak Limited CN 08537842
	Motiva Direct Limited CN 00959885
	MWay Vehicle Rentals Limited CN 02058990
	Motiva Vehicle Contracts Limited CN 04199340

## Ethical Business Practice

Suppliers must:

- ◆ conduct business in an ethical, fair and professional manner;
- ◆ ensure that products, services and facilities are not used for or do not contribute to human trafficking or slavery or other exploitation;
- ◆ comply with all anti-bribery, anti-corruption and anti-money laundering laws;
- ◆ identify and comply with all other applicable laws, regulations, codes and standards;
- ◆ hold all necessary permits, licenses and authorisations necessary for providing the relevant goods and services to *sgfleet*;
- ◆ not directly or indirectly engage in fraudulent, corrupt or collusive activities;
- ◆ disclose, as soon as becoming aware of, and take reasonable steps to avoid, any conflict of interests (real or apparent);

- ◆ comply with *sgfleet*'s stated systems for engaging suppliers and any procurement or tendering policies and procedures as specified;
- ◆ adhere to acceptable business practices with their own suppliers such as providing for timely payment.

### Anti-Competitive Conduct

Suppliers must not engage in business practices that will restrict or limit competition. In particular Suppliers must:

- ◆ not discuss or reach an understanding or arrangement with a competitor about supplies, prices, terms, tenders, other competitors or other factors relevant to competition;
- ◆ never try to influence another supplier's or competitor's dealings with *sgfleet*;
- ◆ not take advantage of others' disadvantage by acting unfairly or unconscionably;
- ◆ not supply goods or services in a manner that contravenes the provisions of the *Competition and Consumer Act 2010* (Cth) or other applicable legislation;
- ◆ not pay or accept bribes or participate in other illegal inducements in business;
- ◆ employ fair business practices including accurate and truthful advertising.

### Labour and Human rights

*sgfleet* believe that all workers in its supply chain deserve to be treated with dignity and respect. Suppliers are expected to provide a fair and ethical workplace, which upholds high standards of human rights.

Suppliers must:

- ◆ not discriminate against any worker based on age, disability, ethnicity, gender, marital status, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by law in any jurisdiction in which the Supplier operates, in hiring and other employment practices;
- ◆ commit to a workplace free from workplace bullying, harassment, victimisation, and abuse;
- ◆ ensure that all work is undertaken without coercion or any form of forced, bonded, indentured or involuntary labour;
- ◆ employ workers who are the applicable legal minimum age;
- ◆ ensure that all employees receive at least the legally mandated minimum wages, benefits and time off;
- ◆ follow applicable laws and regulation with respect to wages, working hours and working environment and conditions;
- ◆ ensure that any third party recruitment agencies it uses are compliant with the provisions of this code and any applicable law.

### Work Health & Safety and Other Workplace Matters

Suppliers must:

- ◆ comply with all applicable workplace relations, work health and safety, and workers' compensation laws, regulations, codes and guidelines;
- ◆ where goods are consigned, packed, loaded or received as a part of the Supplier's business, do everything reasonably practicable to ensure that breaches of any heavy vehicle national laws (included but not limited to fatigue management; mass, dimension and loading; vehicle standards and maintenance) do not occur;
- ◆ provide a safe and healthy workplace for all employees, contractors and sub-contractors;
- ◆ notify *sgfleet* of any incidents and workplace health and safety performance issues associated with activities performed for *sgfleet*;
- ◆ comply with all obligations relating to the payment of employment related taxes or levies in respect of its employees which arise in respect of any amounts paid to the supplier by *sgfleet*;

- ◆ provide **sgfleet** with any information it reasonably requires to confirm compliance with workplace relations, work health and safety, and workers' compensation requirements;
- ◆ when on **sgfleet** premises, comply with **sgfleet**'s work health and safety or security policies, practices and instructions.

## Announcements & Confidentiality

Suppliers must:

- ◆ refrain from discussing **sgfleet**'s business or other information pertaining to **sgfleet** (or our customers) in the media without our written consent;
- ◆ refrain from discussing **sgfleet**'s business or other information pertaining to **sgfleet** (or our customers) with any third party, except where required to provide **sgfleet** with goods and services, without our written consent;
- ◆ refrain from including any reference to its role with **sgfleet** in any of its promotional or other advertising material without our prior written consent.

## Environment

Suppliers must:

- ◆ operate in an environmentally responsible and efficient manner, and minimise adverse impacts on the environment;
- ◆ comply with all applicable environmental regulation including obtaining all required environmental permits, licences, information registrations and restrictions and following their operational and reporting requirements.

## Provision of Information

With regards to information obtained or created in the course of providing goods and services to **sgfleet** or to our customers, Suppliers must:

- ◆ maintain adequate records and documentation that accurately record all transactions and information regarding business activities with **sgfleet** and make this information available to **sgfleet** on request;
- ◆ provide timely and accurate disclosure of or access to material or other information, including with regards to a supplier's policies of insurance, as requested by **sgfleet**;
- ◆ not give false or misleading information to **sgfleet**;
- ◆ notify **sgfleet** of any breach of this Supplier Code of Conduct of which the Supplier is, or becomes aware.

By complying with the requirements outlined in this Supplier Code of Conduct, Suppliers will be able to advance their business objectives and interests in a fair and ethical manner. All of **sgfleet**'s Suppliers are required to comply with this Supplier Code of Conduct and accordingly, doing so will not disadvantage a Supplier in any way in their dealings with **sgfleet**.