



Supplier Code of Conduct

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1. Overview

We are committed to ensuring that CTI Logistics Limited and its related parties (CTI) as well as its Suppliers maintain the highest ethical standards and integrity. This Supplier Code of Conduct (Code) provides a set of guiding principles, practices and standards of behaviour to ensure that economic, social and environmental risks and opportunities are observed by all our Suppliers.

While our Suppliers are independent entities, their business practises may impact CTI's reputation. For this reason, our Suppliers are required to comply with all legislative requirements, government regulations, industry standards and appropriate codes of practice. We take care in selecting Suppliers and expect them to adhere to these principles.

Suppliers are required to read, understand, and ensure that their business and supply chain meet these principles. Suppliers are requested to communicate this Code to related entities, their own supply chain and subcontractors who support them in supplying to CTI.

2. Human Rights and Fair Employment

CTI supports the objectives and requirements of the Modern Slavery Act 2018 (Cth). Our Suppliers are obliged to demonstrate a commitment to human rights and fair employment.

We expect our Suppliers to:

- ensure any labour provided by workers is undertaken without coercion;
- not engage any forced, bonded or indentured labour;
- not engage child labour (under 15 years of age);
- engage only workers with a legal right to work;
- ensure workers identity papers are not withheld unless required by law;
- ensure that physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation, bullying or victimisation are prohibited;
- allow workers to cease providing their labour and services after providing reasonable notice;
- encourage open communication without fear of reprisal, intimidation or harassment; and
- use all reasonable endeavours to ensure that any labour hire agencies it uses are compliant with the provisions of this Code.

3. Working Hours and Wages

We expect our Suppliers to:

- comply with local laws and regulations in respect of working hours, wages, superannuation, benefits, leave entitlements, public holidays and compensation insurance for workers;
- provide workers with clear and understandable information about the terms of their engagement before they commence work;
- ensure workers receive a fair wage that is enough to meet basic needs and to provide some discretionary income;
- pay workers' wages in a timely manner and provide workers with wage slips or equivalent details for the pay period each time they are paid;
- allow workers to work hours that are reasonable or that do not endanger the health and safety of the worker, their fellow workers or any member of the public; and
- allow overtime work to be voluntary, not excessive and paid in accordance with local laws and regulations.

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4. Anti-Discrimination

Suppliers are required to ensure no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

5. Health and Safety

We are committed to the health and safety of our workers, customers, contractors, visitors and Suppliers.

We expect our Suppliers to:

- comply with health and safety laws, regulations, standards and appropriate codes of practice;
- take reasonable steps to prevent accidents and injury in the workplace;
- provide a safe and hygienic working environment;
- provide all necessary supervision, training, instruction, equipment, resourcing and information;
- where applicable, provide personal protective equipment;
- ensure safeguards on machinery meet or exceed local laws;
- assign a senior management representative to be responsible for health and safety; and
- cooperate openly and honestly with any CTI audit, assessment or review.

6. Environmental Impacts

We are committed to sustainable business practices and decarbonisation. We aim to procure goods and services that have the least possible impact to our environment.

We expect our Suppliers to:

- comply with all applicable environmental laws, regulations and standards
- actively protect the environment in which they operate;
- embed environmental practices within business operations;
- strive to continuously improve environmental management; and
- reduce waste and emissions.

7. Data Protection and Privacy

CTI takes data security and privacy requirements very seriously. CTI expects Suppliers to protect personal privacy and comply with applicable privacy laws as well as secure data against unauthorised access or use. Suppliers are responsible for protecting the confidentiality, integrity and availability of their information.

Suppliers must have appropriate cyber and information security controls in line with current cyber security standards, commensurate with the size of their business and the type and amount of CTI data that can be accessed.

Suppliers must take all reasonable steps to protect CTI information within their possession, and to return to CTI and/or securely dispose (as appropriate) of any CTI information no longer required. Suppliers should only retain the minimal amount of CTI data required for the purposes of delivery of their product/services and not retain any data unnecessarily after the completion or delivery of their products/services.

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Suppliers must notify CTI as soon as they are aware of any suspected or actual breach or loss of CTI information in their possession, and agree to co-operate with CTI in any investigation. Any regulatory reporting or public disclosure of a breach or loss of CTI information must only be made by CTI or with CTI's written approval.

The Supplier shall comply with any contractual requirements on data protection and information security and shall not disclose any information that is not known to the general public.

8. Business Governance

As an integral part of our business operations, Suppliers must act ethically and be honest, transparent and trustworthy in all their dealing with others.

Suppliers are expected to maintain sound risk management and governance processes.

We expect our Suppliers to:

- comply with all relevant national and local laws and regulations;
- have a risk management framework to identify and control risks; and
- avoid actual, potential or perceived conflicts of interest in its dealings with CTI and its employees.

9. Bribery and Corruption

Australia has laws and regulations against corrupt behaviour like bribery, embezzlement, money laundering and extortion.

We expect our Suppliers to:

- comply with anti-bribery and anti-corruption laws and regulations; and
- not engage in bribes, pay-offs, kickbacks or any other inappropriate benefits, whether directly or indirectly, no matter how large or small in value.

10. Concerns & Whistleblowing

We are committed to an environment where our Suppliers, their employees or sub-contractors can raise concerns about any actual or suspected breach of this Code.

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

- their CTI point of contact;
- via email to corporate@ctilogistics.com; or
- through our formal Whistleblower process via email at www.whistleblower@ctilogistics.com or phone on 1300 687 927.

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