



# Supplier Code of Conduct

Powering better journeys, today and tomorrow



As a proud and iconic Australian company, Ampol Limited ("Ampol") began its story in 1900. Since then, we have safely and reliably fuelled the needs of Australian motorists and businesses, and carried this legacy into the global marketplace. Our success in refining, retail, trading and shipping is built upon the foundation of our values and high standards of conduct, ethics and integrity. These standards guide our actions, decision and behaviour, and contribute to the reputation Ampol has in the marketplace, with our customers, shareholders and the communities in which we operate.

The Supplier Code of Conduct ("Supplier Code") sets out our expectations of our suppliers, contractors, trading and business partners, and service providers ("Suppliers"). Suppliers are an integral part of our business, helping us become the market leader in complex supply chains and evolving convenience marketplace by delivering fuel and other everyday

needs of our diverse customers through our networks. It is essential that Suppliers share our values and standards, and act in accordance with this Supplier Code.

The principles outlined in this Supplier Code apply to all third-party Suppliers and employees of Suppliers transacting with, or providing any goods and services, to Ampol and its owned and controlled subsidiaries, throughout the supply chain, irrespective of geographical location and activity.

# Ampol Values

Our values underpin everything we do



## Connect to win

We collaborate as an integrated business to drive growth.



## Find new ways

We innovate to deliver positive outcomes.



## Own it

We make bold decisions and are accountable for the outcomes.



## Make a difference for customers

We are connected to our customers and solve their changing needs.



## Never stop caring

We keep safety first and make a positive contribution to those around us.

## 1.0 Labour & Human Rights

Ampol cares about people, respects human rights, and is committed to building a culture where diversity is valued. We strive for our workplaces to be free from discrimination, harassment, and bullying, and we comply with applicable laws and international standards such as the Universal Declaration of Human Rights, the International Labour Organization Declaration on Fundamental Principles and Rights at Work, and the United Nations Guiding Principles on Business and Human Rights. Ampol will only work with Suppliers who share these values.

### Ampol expects Suppliers to:

- Ensure all work is freely chosen without the use of modern slavery, including forced or compulsory labour;
- Ensure workers are of legal age, preventing any form of child labour;
- Ensure bullying, harassment and discrimination, whether physical, sexual, psychological or verbal, are not tolerated within their organisation;
- Pay their workers lawful wages, including equal pay for equal work; and
- Provide fair working conditions for their employees, including adequate rest periods, sufficient leave, freedom of association and collective bargaining in accordance with relevant local laws.
- Promote an inclusive workplace that respects differences in, including but not limited to, gender, age, race, national, ethnic or social origin, disability, family status, political views, religion, sexual orientation, or carers' responsibilities; and
- Allow and respect union affiliation within the appropriate national or applicable frameworks.

## 2.0 Ethical Business Practices

Ampol understands that complying with all applicable laws and regulations in the locations where we operate is an essential requirement for success. Our approach is to pursue the highest standards of ethical, transparent and responsible conduct in all our business dealings.

### We demand similar standards from our Suppliers and expect them to:

- Act at all times with integrity, transparency and honesty;
- have a zero tolerance for bribery and corruption;
- Declare any actual or potential conflicts of interest in dealings with Ampol;
- Ensure any gifts and hospitality offered or received are reasonable, appropriate, not overly frequent, and for legitimate business purposes only;
- Comply with applicable local, state, federal, international laws and regulations (including but not limited to sanctions, anti-money laundering, market conduct and tax) in all locations where they operate and interact with Ampol;

- Comply with all relevant competition laws, enter into transactions for genuine economic reasons, and promote fair behaviour towards other businesses and consumers;
- Comply with data privacy and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared; and
- Respect Ampol confidential information and not disclose this, except as required by law or where authorised in writing by Ampol.

## 3.0 Health & Safety

Workplace health and safety is of paramount importance to Ampol. We strive to operate in a way that will not adversely affect the health and safety of our people and the public. Ampol seeks to work with Suppliers who share similar values and have a documented set of policies and programs aimed at promoting a safe, healthy and secure workplace.

### We expect Suppliers to:

- Comply with all relevant laws and regulations related to workplace health and safety;
- Implement written health and safety policies and standards;
- Develop and implement documented systems to identify and record work-related injuries and illnesses;
- Encourage the reporting of any unsafe conditions, equipment or work practices;
- Proactively establish programs or practices to improve the overall health and wellbeing of employees, such as reducing the frequency and severity of personal injuries; and
- Adhere to Ampol's health and safety management systems and guidelines at Ampol sites.

## 4.0 Sustainability

Ampol recognises that sustainability and acting responsibly will make our business more resilient and deliver long-term value for our people, the environment and the community. We aim to reduce the impact of our operations and that of the activities along the supply chain.

### Suppliers are expected to:

- Comply with all relevant local and national laws and regulations on environmental management and reporting, and adhere to Ampol's requirements;
- Be committed to protect the environment and continually work towards minimising waste, pollutions, emissions and the negative impact of their activities on the environment;
- Strive to reduce environmental impact through the efficient use of natural resources, energy, water and raw materials; and
- Support and contribute to the local communities in which they have presence and/or operations, and manage the social impact of their activities responsibly through continuous engagement and regular dialogue.



## Compliance

The principles outlined in this document are important to Ampol. It is equally important that Suppliers recognise and are committed to these principles, or set similar standards within their organisations, as part of their ongoing relationship with Ampol.

Ampol will continue to adopt and apply systems and processes to assess and ensure Supplier's compliance with this Supplier Code, including seeking written confirmation from Suppliers of their acceptance and compliance. Ampol may verify compliance with this Supplier Code through a variety of mechanisms which may include a self-evaluation tool for Suppliers, desktop-based audits or comprehensive on-site assessments led by Ampol or a nominated third party. Ampol may request Suppliers to submit documentary evidence to verify compliance.

If a Supplier finds it difficult to comply with the requirements in this Supplier Code, this should be reported and shared with an Ampol representative. Ampol aims to work with Suppliers to develop and implement corrective action plans where possible. However, serious breaches or continued non-compliance with this Supplier Code may lead to Ampol ceasing a commercial relationship with such Suppliers.

## Raising Concerns

Where you have serious concerns about non-compliant behaviour, including but not limited to breaches of this Supplier Code, by Ampol employees or by a Supplier, you may raise it with your Ampol contact or via the Ampol Hotline.

The Ampol Hotline is an independent and confidential hotline run by a third party and is open to current and past suppliers and their employees. All complaints and reports are treated seriously and Ampol will conduct, where appropriate, a confidential and objective investigation.

### Contact

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Your Ampol Representative

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Ampol Procurement Team –  
ask.procurement@ampol.com.au

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### Ampol Hotline

+61 1800 200 317  
(see website for international numbers)

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ampolhotline@deloitte.com.au

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www.ampolhotline.deloitte.com.au

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