

SUSTAINABLE SOURCING CODE

- Amotiv is committed to conducting its business with the highest standards of integrity including to protect against human rights abuses.
- This Sustainable Sourcing Code provides the basis of Amotiv's approach to avoiding and addressing adverse human rights impacts in its own operations and in Amotiv's supply chain.
- The Sustainable Sourcing Code applies to all Amotiv companies
- Amotiv companies select Suppliers that demonstrate a commitment to implementing policies and practices consistent with our own
- Suppliers who conduct their operations in accordance with the standards in this Code are preferred Suppliers
- This Code should be openly communicated to the Supplier's workers

A. Slavery Practices

No use of child labour or 'slave' labour, being labour which is:

- Forced or compulsory
- Subject to a bonding arrangement
- Indentured or otherwise involuntary

Unethical practices include:

- Exercising any 'ownership' type powers over workers (no sale or trafficking)
- Using child labour (i.e. employing children under the local legal age for completing compulsory education or otherwise below the minimum legal working age set locally or the International Labour Organisation Convention being 15 (or 13 for light work) or 18 (for hazardous or night work)
- The use of force, coercion, fraud or abuse of power to recruit or retain labour
- Confiscation of identity/travel documents or requiring money deposits, bonds, loan schemes or recruitment fees for work
- Cruel, inhuman, degrading treatment or placing workers in danger or fear of harm to themselves or others

- Deceptive recruiting for labour or using employment agencies or labour recruiters which engage in the unethical practices listed above
- Benefitting directly or indirectly from or contributing to modern slavery

Ethical labour practices require:

- Fair and humane treatment of workers
- Freedom of workers to leave the site at the end of their shifts, or their employment after giving reasonable notice
- Transparent record keeping of workers' details, hours and wages
- Documenting verification of the age of workers and their right to work

B. Labour Standards

Compliance with local laws (or collective bargain agreements whichever is higher) regulating:

- Wages, overtime and leave entitlements and legally mandated benefits (such as social security benefits and insurances)
- The length of the working day, work breaks and maximum work hours
- Mandatory days off work each week
- Immigration law compliance including employment only of workers with a legal right to work

Unethical practices include:

- Deduction from wages as a disciplinary measure, as a placement fee or other deductions not provided for by law or freely consented to
- Mandatory or uncompensated overtime
- Physical, verbal or other forms of harassment, bullying, intimidation or abuse
- Abuse of temporary contracts, sub-contracting, homeworking or other arrangements over regular employment relationships

Ethical labour practices require:

- Treating workers with dignity and respect
- Providing workers with written and understandable information about their wages, conditions and other terms upon recruitment
- Wages to be paid on time and in full

- Accurate and transparent record keeping of working hours (including timekeeping systems), wages and benefits
- All overtime to be voluntary and compensated at an appropriate rate
- Keeping records of any disciplinary action and having fair and open grievance mechanisms in place

C. Health and Safety

Conditions in all production and residential facilities must be safe, hygienic and shall meet or exceed local legislative or ILO standards for health and safety in order to avoid preventable work-related accidents and injuries.

Ethical labour practices require:

- Incorporating safety measures relevant to the industry and conditions to promote incident prevention, fire protection and health preservation
- Use of machinery safeguards and personal protective equipment
- Meeting minimum conditions of appropriate heating, ventilation, lighting and noise levels
- Access to adequately stocked first aid equipment
- Adequate and regular training for workers to perform their jobs safely
- Identifying, assessing and minimising the impact of emergency situations by implementing emergency plans and response procedures
- Exercising extreme care with dangerous materials or hazardous substances and ensuring the availability of medical care
- Implementing a certified health and safety management system
- Hygienic conditions without risk to health, including access to clean drinking water, proper sanitation of premises and appropriate facilities for food storage and separate accommodation by gender

D. Discrimination

Workers are entitled to an environment where they can work without distress or interference caused by harassment, discrimination or other inappropriate workplace behaviour. Conditions of employment must be based on an individual's ability to do the job, as determined objectively and not decided on the basis of personal characteristics or traits as listed below:

- No discriminatory practice with regards to recruitment, compensation, access to training, promotion, termination of the employment agreement or retirement, based on race, caste, gender, nationality, religion, age, physical or mental disability (if irrelevant to the requirements of the job), marital status, sexual orientation and/or union membership or political affiliation

The rights of workers to lawfully associate or not in groups of their choosing shall be respected, including their right to join or form trade unions and participate and benefit in collective bargaining or like arrangements.

E. Environmental

Sound environmental management best practices include:

- Compliance with relevant local and national environmental protection laws
- Taking preventative measures to minimise the environmental impacts on the local community including noise, air and water pollution of the Supplier's business
- Maintaining procedures for notifying local authorities in the event of an environmental accident on site
- Compliance with relevant international or applicable local laws affecting processes used to manufacture products, such as:
 - Waste management
 - Appropriate management of hazardous materials or restricted substances
 - Minimisation of harmful emissions
- Conservation and protection of scarce resources including:
 - Efficient use of resources, including energy and water use
 - Recycling
- Developing an environmental management system to minimise environmental impacts and improve environmental sustainability

F. Business Ethics

Business ethics involves ensuring honesty, transparency, accountability, integrity and respect in business relationships.

Unethical practices include:

- Bribes, favours, benefits or other similar unlawful or improper payments in cash or in kind in order to obtain a business or other improper advantage
- Extortion, fraud or corruption whether to obtain business or otherwise

In their commercial dealings with Amotiv companies, Suppliers are required to:

- preserve the confidentiality of information they may receive, store it securely (physically and in accordance with best practice IT standards), not disclose it to third parties and use it only to fulfil the Amotiv company's contract or business
- refrain from assigning or sub-contracting fulfilment of Amotiv company contracts, unless with the prior consent of the Amotiv Company
- refrain from any unauthorised use of the intellectual property of Amotiv companies

G. Compliance with our Sustainable Sourcing Code

- Adherence to the Code standards requires both literal compliance, and having policies, systems and protocols in place to facilitate compliance.
- Amotiv will monitor compliance with this Sustainable Sourcing Code and we, our subsidiary companies or our representatives, may visit a Supplier's factories to audit compliance of any part of this Code
- Any breaches of our Code will be reported to the Supplier for follow up and corrective action
- Suppliers are required to co-operate with the entire process
- Where there are unresolved breaches and/or the Supplier does not demonstrate a willingness to comply, Amotiv reserves the right to discontinue business with the Supplier

H. Reporting Violations

- Any actual or suspected breaches of Amotiv's Sustainable Sourcing Code can be reported online via the Whistleblower Services Hotline:
 - <https://www.whistleblowing-service.com.au/amotiv/>

- In the top right-hand corner of the page you can select your language of choice
- Click the "Making a Report" button located below Online Disclosure Service
- You will be redirected to the new page where you need to enter 'AmotivGroup' in the "Unique Key" field and 'Amotiv' in the "Client Reference Number" field. Click on 'Next' and follow the prompt

Phone reports are supported in Australia and New Zealand, if you are in another location please use the online reporting functionality.

To make a "Phone " report please call the following numbers:

- Australia - 1300 687927 - 24 Hours / 7 Days per week You will be asked to supply the same information to validate your report. When asked for the "Unique Key" please state 'AmotivGroup' to the support person. The support person will then ask you for your "Client Reference Number" that is "Amotiv".
- New Zealand – 0800 687927 between 8.00 am and 5.00 pm NZST You will be asked to supply the same information to validate your report. When asked for the "Unique Key" please state 'AmotivGroup' to the support person. The support person will then ask you for your "Client Reference Number" that is "Amotiv".
- All reports will be followed up by Amotiv.
- The identity of anyone who makes a report will be kept strictly confidential, unless required otherwise.