

SUPPLIER CODE OF CONDUCT



1. Purpose

MaxiPARTS is committed to deep-seated accountability and being honest, forthright, and ethical in all of its dealings. Our suppliers play a vital role in ensuring that we can deliver on this commitment.

2. Scope

This Supplier Code of Conduct (Code) applies to MaxiPARTS' suppliers and agents, and our suppliers' subcontractors, consultants, dealers, agents, and subsidiaries / related entities (collectively referred to as Suppliers in this Code), involved in any way with MaxiPARTS and its related bodies corporate and for operations in every location.

This Code supplements, and does not reduce, alter, or supersede, any other obligation which may be imposed on a Supplier by any applicable contract, law, code, regulation or otherwise.

3. Details

Fundamental to this Code is the overarching obligation that Suppliers must operate, at all times, in full compliance with all laws, rules, codes and regulations of the jurisdictions in which they do business.

In addition, all Suppliers commit to operating in accordance with the following principles:

Workplace Health and Safety

All Suppliers must:

- provide a safe work environment;
- provide a workplace that is free from bullying, harassment, victimisation, or abuse; and
- not (directly or indirectly) discriminate or take adverse action against any worker, in hiring or other employment practices, based on race, colour, sex, sexual preference, gender identity, age, physical or mental disability, marital status, pregnancy, family or carer responsibilities, religion, political opinion, trade union membership, national extraction, social origin or any other status or attribute protected by law.

Governance and compliance

Suppliers must implement and maintain management, administration and risk policies and systems that are prudent for their business including:

- policies and systems for supply chain risks and risks relating to labour and human rights, health and safety, and sound corporate governance; and
- procedures which allow violations, misconduct, or grievances to be reported (by workers or others) and addressed without fear of retaliation.

Suppliers must maintain records that accurately record all financial transactions and information regarding their business activities, labour, health and safety and environmental practices in accordance with applicable laws, policies, and procedures. Disclosure of information must be done without falsification or misrepresentation.

Ethical conduct

Suppliers must conduct themselves with integrity, impartiality, and accountability. A Supplier must:

- comply with competition / antitrust, bribery, corrupt practices, or anti-money laundering laws;

SUPPLIER CODE OF CONDUCT



- not engage in bribes, pay-offs, kickbacks or any other inappropriate benefits, directly or indirectly, no matter how large or small in value, even if it is legal or common practice in other parts of the world;
- not improperly use any confidential or commercially sensitive information; and
- not offer any gifts or benefits that could inappropriately influence the outcome of any business transactions.

Conflicts of Interest

Suppliers must:

- avoid any actual, potential, or perceived conflict of interest with MaxiPARTS and its employees; and
- report any actual or potential conflict of interest to MaxiPARTS so it can be managed appropriately.

Labour Rights

Every Supplier must:

- never engage in any form of slavery, servitude, unlawful child labour, forced labour, human trafficking, debt bondage, slavery like practices, deceptive recruiting for labour or services or similar conduct;
- always pay workers a fair wage that is enough to meet basic needs and provide some discretionary income, give workers payslips or other evidence of their income, and never use wage deductions as a disciplinary measure; and
- freely allow workers to associate with others, form and join (or not join) industrial organisations or associations of their choice and bargain collectively, or engage in any lawful industrial activity without interference, discrimination, retaliation, or harassment.

Environmental management

Suppliers must:

- actively avoid causing contamination, pollution, or harm to the environment;
- seek to reduce waste or packaging and consumption of water, gas, electricity, or other fossil fuels; and
- ensure the safe storage, transportation and disposal of hazardous substances or waste.

Business Resilience

Suppliers must take reasonable steps to implement and maintain business continuity plans for safeguarding their employees, operations (including IT systems and data and cyber security), physical assets and security of supply in times of natural hazard or extreme weather event, major catastrophe, pandemic, epidemic, and other unexpected events.

4. Monitoring, Evaluation and Review

Supplier's Commitment

At all times during its engagement by MaxiPARTS, a Supplier agrees to:

- comply with this Code at all times in all work performed for MaxiPARTS;
- procure that its subcontractors, consultants, agents, and subsidiaries / related entities also comply with this Code;

SUPPLIER CODE OF CONDUCT



- promptly self-report full details of any known, or suspected non-compliance with this Code to FairCall (contact details below) or to cosec@MaxiPARTS.com.au;
- co-operate actively and honestly with any investigation conducted by MaxiPARTS into the Supplier's compliance with this Code, including by providing records, data or documents, allowing access to sites and records, and making workers available to answer questions;
- promptly implement remedial action for any non-compliance including as reasonably required by MaxiPARTS;
- if requested, provide MaxiPARTS with a signed document in the form provided by MaxiPARTS to confirm the Supplier's commitment to the Code, that it has taken all reasonable steps to procure that its supply chain complies with this Code, and that it is not aware of any breach of or non-compliance with this Code in its supply chain.

The costs of a Supplier's compliance with this Code are not recoverable from MaxiPARTS.

Non-compliance

MaxiPARTS is committed to a culture of accountability and transparency.

Any person who knows or suspects there has been a breach of this Code is encouraged to report the breach to FairCall.

FairCall is an independent service run by KPMG and can be contacted:

- By phone (toll free): Dial 1800 500 965 within Australia
- By email: faircall@kpmg.com.au

A report can also be made to MaxiPARTS via cosec@MaxiPARTS.com.au.

MaxiPARTS may elect not to engage or to cease working with any Supplier that does not comply with this Code or otherwise fails to meet MaxiPARTS' expectations as to appropriate or ethical behaviour.

Code management and review

MaxiPARTS may modify, add to, or withdraw this Code in its discretion at any time. It will be reviewed annually, or upon legislative change to ensure it remains current and applicable.

5. Associated Documents and References

Where MaxiPARTS collects Personal information for purposes associated with this Code, it does so in accordance with its Privacy Policy.

Related documents include:

- MaxiPARTS Code of Conduct
- MaxiPARTS Privacy Policy
- MaxiPARTS Speaking Up Policy

SUPPLIER CODE OF CONDUCT



POLICY DEVELOPMENT USE ONLY

Changes, Linked Documents, Authorisation, Effective & Evaluation Dates	
Linked Documents	
Policy Changes	This policy may be rescinded, changed, or replaced at any time at the absolute discretion of the MaxiPARTS Board, Managing Director / CEO or authorised delegate.
Authorisations	Managing Director / Chief Executive Officer
Prior Relevant Documents	This policy supersedes any prior Policy, verbal or written.
First Implementation Date	V1: May 2022
Current Version	V3:
Next Review Date	Prior to end of 2027

Evaluation History			
Date	Author	Sections Modified	Details of Amendments
May 2022	Neil Auld	ALL	
November 2024	Neil Auld		No amendments

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED

The electronic version of this document is the approved and most current.