



LSH AUTO

LSH Auto Australia

SUPPLIER CODE OF CONDUCT

2021



1. Integrity, ethics and conduct

LSH Auto Australia expects high standards of ethical conduct and compliance with all applicable laws. Suppliers are expected to be ethical in their business activities, including relationships, practices, sourcing and operations.

Business integrity

Suppliers are expected to comply with all anti-bribery, anticorruption and anti-money laundering laws. Suppliers must not engage in, either directly or indirectly, fraudulent, corrupt or collusive activities. LSH Auto Australia was established in 2015.

Record keeping and documentation

Suppliers are expected to maintain adequate records that accurately record all financial transactions and information regarding its business activities, labour, health and safety and environmental practices in accordance with applicable laws, policies and procedures. Disclosure of information is expected to be undertaken without falsification or misrepresentation.

Professional conduct

Suppliers are expected to conduct themselves in a manner that is fair, professional and that will not bring LSH Auto Australia into disrepute.

Confidentiality

Suppliers must not improperly use any private, confidential or commercially sensitive information in its possession relating to or in connection with its dealings with LSH Auto Australia.

Privacy

LSH Auto Australia's Privacy Policy explains how LSH Auto Australia collects, uses, discloses and protects customer and employee personal information. Suppliers must apply adequate data privacy and security protection to protect the personal information of LSH Auto Australia customers and employees from unauthorised access, use and disclosure. Suppliers who collect, use, store or have access to customer or employee personal information must have adequate processes and procedures in place to monitor compliance with applicable privacy laws and contractual privacy obligations with LSH Auto Australia.

2. Labour and human rights

LSH Auto Australia believes 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 and integrates appropriate labour and human rights policies and practices into its business.

Anti-discrimination

Subject to applicable laws, Suppliers are expected not to 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 hiring and other employment practices.



Anti-harassment

Suppliers are expected to commit to a workplace free from workplace bullying, harassment, victimisation and abuse. Suppliers are expected not to bully workers or threaten workers with, or subject them to, unlawful or inhumane treatment. This includes, but is not limited to, abuse and harassment which can be verbal, physical, sexual or psychological.

Human rights

Suppliers are expected to provide goods and services in a manner consistent with any applicable human rights obligations.

Prevention of involuntary and underage labour

Suppliers are expected to:

- (a) ensure that all work is undertaken without coercion;
- (b) not use any form of forced, bonded or indentured labour; and
- (c) employ only workers who are the applicable minimum legal age.

All use of temporary and outsourced labour should be within the limits of the law. Suppliers are therefore expected to:

- (a) use all reasonable endeavours to ensure that the third-party recruitment agencies it uses are compliant with the provisions of this Code and applicable law; and
- (b) be responsible for payment of all recruitment-related fees and expenses in recruiting foreign contract workers either directly or through third party agencies.

Working hours, wages and benefits

Suppliers must:

- (a) follow all applicable laws and regulations with respect to wages, working hours and workers compensation insurance;
- (b) ensure that all workers receive their legally mandated minimum wages, benefits, superannuation, leave entitlements and time off for legally recognised holidays; and
- (c) pay workers' wages as required under applicable laws in a timely manner and not be expected to use wage deductions as a disciplinary measure. All overtime is expected to be reasonable and paid at the rate and in accordance with the applicable laws.

Freedom of association and collective bargaining

Suppliers are expected to freely allow workers to associate with others, form and join (or refrain from joining) industrial organisations or associations of their choice and bargain collectively, or engage in any lawful industrial activity without interference, discrimination, retaliation or harassment.

3. Health and safety

Worker health, safety and wellbeing is important to LSH Auto Australia. Suppliers are expected to provide a healthy and safe work environment and integrate sound health and safety management practices into its business.

Work Health & Safety

Suppliers must comply with all applicable laws relating to workplace

health and safety. Suppliers are expected to:

- (a) manage occupational health and safety hazards;
- (b) provide workers with job-related training and consult with employees in relation to the provision of information and training; and
- (c) comply with LSH Auto Australia's work, health and safety procedures when visiting our business.

4. Conflict of interests

LSH Auto Australia believes that all business activities should be undertaken with impartiality and any conflict of interest should be raised and managed.

Conflict of interest

Suppliers should avoid financial, business or other relationships which may compromise the performance of their duties under their business arrangement with LSH Auto Australia. Any conflicts of interest that cannot be avoided should be declared and managed appropriately.

5. Corporate governance

Commitment to sound management administration, risk and corrective action systems, are key to a reliable supply chain for LSH Auto Australia. Suppliers are expected to maintain sound administration processes.

Risk assessment and management

Suppliers should develop and maintain a process to identify, manage and control relevant risks associated with its operations. These include supply chain risks and risks relating to labour and human rights, health and safety, the environment, business ethics, and corporate governance.

6. Environment management

LSH Auto Australia is committed to promoting environmental responsibility. Suppliers are expected to minimise the environmental impact of their operations and maintain environmentally responsible policies and practices.

Environmental impacts

Suppliers should comply with all applicable laws and regulations relating to the environment, including any reporting obligations. Suppliers are expected to manage the



LSH AUTO

environmental impact of their operations by:

- (a) ensuring the safe storage, transportation and disposal of hazardous substances including hazardous waste;
- (b) maintaining policies and practices for the efficient use of energy, water and natural resource consumption; and
- (c) maintaining policies and practices that reduce the risk of pollution, loss of biodiversity, deforestation, damage to ecosystems and greenhouse gas emission.