

Code of Conduct

At Green Earth Logistics, we share common values and rules about the way we behave at work and conduct our business.

This shared approach is reflected in our Code of Conduct, which clearly explains your responsibilities as an employee, contractor or consultant.

A Code can never be a substitute for good judgment, nor can it cover every situation you might encounter. However, it does contain the basic principles and standards we expect you to apply and abide by whenever at work.

Consistent across all locations is our commitment to:

- Meet the highest standards of professional behaviour and appearance;
- Always act in the best interests of our customers, suppliers and co-workers;
- Foster a workplace free of any form of inappropriateness, discrimination, irresponsible behaviour, bullying, harassment or criminal conduct;
- Behave in a professional manner that fosters trust, confidence and goodwill in customers, co-workers and suppliers;
- Treat employees and customers with respect and dignity;
- Act with honesty, integrity and fairness;
- Protect Green Earth Logistics assets, information and reputation;
- Manage conflicts of interest;
- Meet our legal and regulatory obligations and internal standards;
- Adhere to confidentiality and privacy requirements; and
- Deal with and report on suspected breaches;

If you have any questions about any aspect of the Code of Conduct, you should talk to your manager.

We expect you to always work within the rules, as described by the Code of Conduct.

All suspected breaches of the Code will be investigated and, if confirmed, may result in disciplinary action that may include termination of employment.

APPROPRIATE CONDUCT AND BEHAVIOUR

We have zero-tolerance for any form of workplace inappropriateness, discrimination, irresponsible behaviour, bullying, harassment or criminal conduct.

If at any time you need additional information or want to lodge a complaint, you must speak with your manager.

PROFESSIONAL CONDUCT

We behave in a professional manner that fosters trust, confidence and goodwill in customers, co-workers, suppliers and the public in general.

You show this both in and outside of the workplace by:

- Treating others with dignity, fairness and respect;
- Complying with all policies, procedures, laws and regulations applying to your role and hold yourself accountable and beyond reproach for your actions; and
- Only accessing information relating to a work colleague or customer with specific authorisation based on a work-related need.

YOUR RESPONSIBILITIES

Your responsibility is to ensure that you work and consistently conduct yourself with this Code and report any possible breaches of the Code to your manager.

REPORTING A BREACH OF THE CODE

If you become aware of a breach of the Code, you must bring it to your manager's attention.

Anyone reporting serious instances of undesirable business conduct or behaviour by employees can do so without fear of reprisal or discrimination and will be protected from victimisation.

Reports need to be made in good faith. A "good faith" report means that you have provided all of the information you have and you believe it to be true.

CONSEQUENCES OF BREACHING THE CODE OF CONDUCT

Our Code includes particular examples of misconduct identified by Green Earth Logistics; however, it does not cover every situation you may encounter while you work at Green Earth Logistics.

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A relationship based on trust is important. All suspected breaches of our Code will be thoroughly investigated by your manager supported by the relevant specialist area.

If these investigations reveal breaches, appropriate disciplinary and remedial action will be taken. This may range from providing training, coaching, and counselling to formal warnings or employment termination.

WELLBEING, SAFETY AND HEALTH

Green Earth Logistics is committed to ensuring a healthy and safe environment for our staff, customers, contractors and visitors.

Each employee plays a vital and responsible role in helping to maintain a safe and healthy workplace by:

- Taking all reasonable care for their own and others safety and wellbeing while at work;
- Following any reasonable instructions given concerning health and safety;
- Controlling as far as possible any risks in their workplace; and
- Reporting incidents and unsafe conditions to their managers as soon as they become aware of them.

DRUGS AND ALCOHOL

The use of drugs and alcohol may impair an employee's capacity to safely perform their job efficiently and with respect for co-workers, customers, and general public safety and wellbeing.

Therefore no employee is to attend or return to work while under the influence or effect of alcohol or drugs. To be clear, this includes prescribed drugs if these impair the employee's performance.

The unauthorised use, sale, possession, exchange or distribution of any type of alcohol or drug while at work or on any Green Earth Logistics premises is strictly prohibited at all times.

All our locations are **Smoke-Free Zones**.

HONESTY AND INTEGRITY

As part of your employment, you may have access to money, information, databases, goods and documents belonging to our customers or Green Earth Logistics.

We expect you to not steal, borrow, misappropriate or use items for private purposes or access information, databases or products without proper authority.

PREVENTION OF FRAUD AND THEFT

We all have a responsibility for preventing fraud and theft.

Fraudulent activity involves dishonest actions (or dishonestly failing to act) that cause actual or potential financial loss or an unjust advantage. This includes:

- Theft of money, product, data or property;
- Deliberately falsifying, concealing or destroying documents; or
- Acts of bribery

All employees should remain alert to unusual activity and follow the correct procedures to ensure fraud and theft instances are minimised.

Failure to report fraud or theft can be as serious as the fraud itself.

Therefore if you suspect fraud or theft may be occurring, or a customer or colleague pressures you to disregard or breach our policies or procedures, tell your manager immediately.

MONITORING AND SURVEILLANCE

Green Earth Logistics uses video surveillance equipment in its hubs to protect staff, contractors and customers and ensure their safety and security at all times. Surveillance is always used in an ethical manner, and video cameras are clearly visible. We also regularly monitor the usage of our IT systems. The IT department will collect and retain information about any email, internet, social media or other electronic communication activity, including the content of any communications. The information is kept secure and only disclosed to persons within the organisation as is necessary.

On occasions, additional monitoring or surveillance may be introduced as part of an investigation

USE OF INFORMATION AND INFORMATION SYSTEMS

Our computer, telephone and network systems are provided as necessary tools for you to do your job. They are for work purposes only and must be used appropriately at all times.

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Never use these systems to:

- Communicate, view or distribute inappropriate, sexually explicit or offensive material;
- Spread profane, derogatory, discriminatory or harassing comments, or threatening or abusive language; or
- Access any service providers or sites (such as Gmail, Yahoo mail, Hotmail etc.) other than those authorised by Green Earth Logistics IT department.

If you happen to receive inappropriate material, you should immediately delete it and notify the sender to stop sending such material. You should also notify your manager if this inappropriate behaviour continues.

An accidental connection to an inappropriate website must be disconnected immediately.

You should never disclose your passwords to anyone else as you will be presumed responsible for all actions undertaken using your passwords or login.

SOCIAL MEDIA

While we encourage you to make appropriate use of social media, you must act lawfully and be transparent, responsible and respectful of us, our customers, your co-workers and everyone you interact with online.

Unless specifically authorised to do so, you must not post on social media as a Green Earth Logistics representative.

Where you use Social Media, ensure your comments cannot be misconstrued or misread as representing Green Earth Logistics views unless you are expressly authorised to be making comments on behalf of Green Earth Logistics.

MEDIA DISCUSSION/ PUBLICITY

You must not make public statements about Green Earth Logistics unless you are authorised to do so.

CONFLICTS OF INTEREST

A conflict of interest is a situation where your personal or professional interests may conflict with your position and your obligations and responsibilities as an employee.

You must make every effort to avoid conflicts of interest.

Always exercise caution in your personal relationships with customers and suppliers to ensure they do not involve obligations that may prejudice or influence your business relationship or conflict with your duties.

You are responsible for identifying personal or business circumstances that may give rise to potential, actual or perceived conflicts of interest and for advising your manager the moment you become aware or think that may be the case.

Products and services must not be made available if you become aware or have reason to suspect; they will be used for criminal or illegal activity.

BENEFITS, GIFTS AND ENTERTAINMENT

Care needs to be taken when accepting gifts or benefits as they may create a sense of obligation to the giver.

You should always declare any gift, favour or another benefit to your manager.

COMPLYING WITH LEGAL AND REGULATORY OBLIGATIONS AND INTERNAL STANDARDS

Green Earth Logistics is required to comply with a number of laws, regulations, industry codes, and practices that regulate our business's conduct.

We expect that our employees will comply with all laws, regulations codes and internal policies, procedures and processes that apply to Green Earth Logistics.

Any suspected, potential or actual non-compliance must be immediately reported to your manager. Breaches may include:

- Excessive speed, beyond the posted speed limit on the road you are driving,
- Driving while impaired by fatigue or under the influence of a performance-enhancing drug, or
- Failure to adequately follow a procedure or policy you agree to when becoming a Green Earth Logistics employee.

CONFIDENTIALITY AND PRIVACY

During your employment, you may become aware of and have access to personal information, including data bases about customers, employees, suppliers and other individuals and Green Earth Logistics commercially sensitive information.

You must keep this information confidential and use it only for Green Earth Logistics business purposes.

If you suspect that personal information or databases are being misused, you must advise your manager.

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PROTECTING CONFIDENTIAL INFORMATION

The receipt of all confidential information must be carefully managed in order to comply with laws and policy. This includes storing the information so that only those who are required to use or access it may do so.

Confidential information is:

- All information disclosed, provided or otherwise made available during your employment; and
- Work you have contributed to or made in the course of your employment as an employee.

It does not include information that Green Earth Logistics made public knowledge.

So as to be clear:

- Access and use of confidential information, including databases, is limited to work-related tasks;
- Access, use of, or disclosure for any other purpose is not allowed without proper authorisation unless required by law.

Confidential information must only be used for the purpose for which it is supplied and in accordance with the law.

CONFIDENTIALITY AFTER ENDING EMPLOYMENT

Your obligation to protect confidential information, including databases obtained or gained during your employment with Green Earth Logistics, continues after your employment with us ends.

This means you cannot use the information for:

- Your own benefit or the benefit of anybody else;
- Disclose it to a third party; or
- Copy it or take it with you when you leave.

EMPLOYMENT OR COMMERCIAL ACTIVITY OUTSIDE GREEN EARTH LOGISTICS

Employment or commercial activity is undertaken outside of your work hours is your personal business provided that it does not cause a conflict of interest or interfere with your performance or duties at work. For example, any work performed for a competitor is likely to produce a conflict of interest. Likewise, setting up a transport company may produce a conflict of interest.

If you are uncertain whether a conflict exists, you should speak to your manager.

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