

# Supplier Code of Conduct

## OUR OBJECTIVE

The objective of the Viva Energy group of companies (Viva Energy) is to engage efficiently, responsibly and profitably in the manufacturing, distribution and sale of petroleum products and services in Australia, in furtherance of the interests of shareholders and Australian economic and social goals.

In pursuit of this objective, the Viva Energy Business Principles and Code of Conduct are fundamental to how we conduct our business, and living by them is crucial to our success. They reflect our core values of integrity, responsibility, curiosity, commitment and respect, and set out the key principles and behaviours that apply to the conduct and operations of all Viva Energy companies.

In living by these values and principles, Viva Energy seeks to engage with contractors, suppliers and service providers (together "Suppliers") who share similar values as reflected in the Viva Energy Business Principles and Code of Conduct.

## TO MEET OUR OBJECTIVE WE WILL

Seek mutually beneficial relationships with our Suppliers and promote the conduct of business as responsible corporate members of society by:

1. Acting with honesty, integrity and fairness in all aspects of our business;
2. Building a culture which places the safety and wellness of people, and care for the environment and our communities, as the highest priority;
3. Maintaining a psychological safe workplace where harassment, bullying or prejudice is not tolerated;
4. Acting in a sustainable way with regard to the interests of the communities in which we operate.

This Supplier Code of Conduct confirms the commitments of Viva Energy across these key areas, and sets out our expectations of Suppliers with whom we do business. We seek to engage with Suppliers who demonstrate a similar commitment and can support Viva Energy in being recognized as a leading and respected company within Australia. This Code applies to all Suppliers (and their personnel) who provide any goods or services to any company in the Viva Energy group of companies.

# Business Integrity

Viva Energy insists on honesty, integrity and fairness in all aspects of our business and complies with all applicable laws and regulations in the regions in which we operate. It expects the same in our relationships with all those with whom we do business, including Suppliers.

## It is the responsibility of our Suppliers to:

- Ensure that they comply with all relevant laws and regulations relating to competition law, trade controls, sanctions, money laundering, insider trading, bribery & corruption and modern slavery;
- Avoid any real or potential conflict of interest or the appearance of a conflict, and not offer or accept inappropriate gifts or hospitality;
- Respect the physical and intangible assets of Viva Energy against waste, loss, damage, misuse, theft, misappropriation or infringement; and
- Not make disclosures about Viva Energy's business activities if not authorised to do so including on personal communication channels such as social media platforms.

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# Health, Safety, Security and Environment

Safety is fundamental to Viva Energy, and operating safely and responsibly is at the heart of everything we do. We believe every incident is preventable and are committed to pursuing the goal of no harm to people and protecting the environment. We call this 'Goal Zero'.

Safety is everyone's responsibility. Through training and leadership, we make sure all our people know how important it is, what's expected of them, and how to recognise and manage situations that could pose a threat.

We recognise that caring for the health and wellbeing of our people can lead to healthier and happier employees, and that safeguarding employee health and wellbeing is an important part of our company's culture and identity.

We place a high priority on protecting the environments where we operate. We are committed to continual improvement of our environmental performance, and to minimising any potential environmental impacts arising from our operations or our products.

Viva Energy has a published Health, Safety, Security and Environment Policy which sets out our expectations and requirements for managing the impacts of our operations and projects on team members, contractors, visitors, customers and the environment.

Suppliers conducting work for Viva Energy are required to comply with all site-specific safety requirements, acknowledge and comply with Viva Energy's Life Saving Rules, and meet Viva Energy's pre-qualification requirements.

## It is the responsibility of our Suppliers to:

- Ensure that they comply with all relevant laws and regulations relating to workplace health and safety and the environment, including obtaining all necessary permits and licences;
- Establish and maintain a healthy and safe workplace for all workers, which includes taking reasonable steps to:
  - Identify workplace hazards;
  - Eliminate or minimise the risk of workplace injury, illness and disease;
  - Implement safe systems of work; and
  - Provide appropriate training for all people involved in their business;
- Intervene if faced with an unsafe situation, and report all known or observed hazards;
- Maintain health, safety, security and environment management reporting systems and processes; and
- Take active steps to reduce the environmental impact of their operations, products and services by maximising the efficient use of natural resources, energy, water and raw materials and minimising pollution (including greenhouse gases) and waste.

# Respect for People

We believe in creating a workplace that respects the individual, where people can thrive and develop to their full potential in an environment that helps them to feel safe, confident and proud. We do not tolerate harassment, bullying or prejudice.

We value inclusion and diversity and the benefits they bring to Viva Energy in achieving our objectives, enhancing our reputation, and attracting, retaining and motivating team members from the widest possible pool of talent. We believe that genuine diversity of skills, backgrounds and experiences drives strategic advantage, creates opportunities for innovation and contributes to the achievement of our corporate objectives.

We are committed to ensuring a supportive, harassment-free and inclusive workplace, with inclusion at all levels of the organisation, regardless of gender, parental status or status as a carer, pregnancy or potential pregnancy, marital or family status, breastfeeding, sexual orientation, gender identity or intersex status, age, disabilities, neurodiversity, ethnicity, nationality, religious beliefs, cultural background, physical features, socio-economic background, perspective and experience, or any other unlawful grounds.

Viva Energy has a published Human Rights Policy, which sets out our approach to human rights and is supported by the human rights commitments in our Business Principles and Code of Conduct. The Policy is based on the UN Guiding Principles on Business and Human Rights and applies to all internationally recognised human rights expressed in the International Bill of Human Rights and

the International Labour Organisation Declaration on Fundamental Principles and Rights at Work.

## It is the responsibility of our Suppliers to:

- Ensure that they comply with all relevant laws and regulations relating to labour and human rights, including modern slavery;
- Respect the human rights of employees and provide them with safe working conditions and fair terms and conditions of employment;
- Demonstrate that they understand the value of a diverse and inclusive workplace, and not tolerate unlawful discrimination relating to employment or otherwise, or bullying or harassment (including sexual harassment);
- Have in place procedures to identify, investigate and take action in relation to any occurrence of modern slavery, including human trafficking, slavery, forced labour or child labour;
- Comply with Workplace Gender Equality Agency certificate of compliance requirements (if applicable); and
- Respect the basic right of individuals to privacy, including by adhering to all applicable privacy law requirements regarding the collection, storage, processing, transmission and use of personal information.

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# Community

Viva Energy is committed to working with communities, our people and customers to deliver genuine positive social impact. We are committed to building strong relationships and making a positive difference in local communities across our national operating footprint, particularly in our heartland communities. We do this by being a good neighbour and supporting various local partners, such as local sports groups and providing employment and apprenticeships for our local community.

Our company's vision for reconciliation is a nation where Indigenous peoples have equal and equitable opportunities to reach their destination. We were proud to launch our inaugural Reconciliation Action Plan (RAP) in 2019.

Our RAP celebrates Indigenous cultures, promotes reconciliation, builds respect and raises cultural awareness. We also provide employment opportunities that contribute to sustainable and social economic benefits for Indigenous peoples.

## It is the responsibility of our Suppliers to:

- Demonstrate a willingness to have a positive social impact in the communities in which they operate through regular stakeholder engagement, and by mitigating any negative impacts of their operations; and
- Demonstrate a willingness to develop and maintain beneficial relationships with Indigenous peoples, communities and businesses.

## SUPPLIER COMMITMENT

Suppliers who seek to engage with Viva Energy will be expected to commit to comply with the requirements of this Code, or adhere to equivalent standards. Viva Energy will evaluate potential new Suppliers to assess their understanding of and commitment to comply with this Code. We will monitor the compliance of current Suppliers with this Code via appropriate mechanisms. If a Supplier is not in compliance with the requirements of this Code, Viva Energy will endeavour to give the Supplier the opportunity to remedy the non-compliance. A serious breach or continued non-compliance may lead to Viva Energy ending the Supplier's engagement.

## REPORTING CONCERNS

We expect our Suppliers to immediately report any suspected or actual contravention of this Code. To make such a report, or to otherwise raise concerns or seek advice, you can speak to your Viva Energy representative, or contact the Viva Energy Stopline (anonymously if you prefer) via:

**Phone** 1300 30 45 50 (8am to 8pm (AEST)  
Monday to Friday)

**Email** [vivaenergy@stopline.com.au](mailto:vivaenergy@stopline.com.au)

**Web** [vivaenergy@stoplinereport.com](http://vivaenergy@stoplinereport.com)

**Fax** Viva Energy Australia c/o  
The Stopline + 61 3 9882 4480

**Post** Viva Energy Australia c/o The Stopline,  
Locked Bag 8, Hawthorn Vic 3122

The Viva Energy Stopline is an independent and confidential service to receive information relating to improper conduct and supports this Code.

Individuals calling the Viva Energy Stopline will talk in confidence to an experienced and independent operator. Reported concerns will be logged and handled in accordance with case management and investigation guidelines. Questions will be channeled to the appropriate people who can answer them.

Reports will be handled in accordance with Viva Energy's Whistleblower Policy.

## REVIEW OF THIS CODE

This Code will be reviewed regularly to ensure that the Code and related procedures remain effective and appropriate. The Code cannot be amended without approval of the Board of Viva Energy Group Limited.