



Australian Power Equipment is dedicated to promoting ethical and sustainable practices in all aspects of our business operations. Australian Power Equipment Code of Conduct applies to all staff, and Australian Power Equipment expects both direct suppliers and their subcontractors to uphold the Code to the same standard, irrespective of their manufacturing processes, types, or sizes of operation. Suppliers shall communicate the Code's contents to all their workers and subcontractors in languages understood by their workforce.

1. Respect for Human Rights

- a. Suppliers must not utilise any form of forced labour, including any form of modern slavery, indentured labour, bonded labour or any other coercive practices.
- b. Suppliers shall not require workers to provide monetary deposits to receive employment, nor shall employees be required to pay recruitment fees to the employer.
- c. Suppliers must provide employees with unrestricted access to their identity documents, such as passports, at all times.

2. Elimination of Child Labour

- a. Suppliers must not employ individuals younger than the legal working age or the age of compulsory education completion, whichever is higher, in the country of manufacture.
- b. Suppliers are responsible for ensuring adequate age verification & documentation measures are in place.
- c. Suppliers will ensure young workers (15-18 years) shall not work at night or engage in hazardous tasks, and will only work in shifts as per local legal provision.

3. Non-Discrimination

- a. Suppliers must not discriminate in hiring, compensation, training, advancement, termination, retirement or any other employment practices.
- b. Suppliers are strictly prohibited from discriminating on the basis of gender, race, religion, age, sexual orientation, nationality, ethnicity, disability, health status, political affiliation, union membership, marital status, pregnancy or any other reason
- c. Suppliers will provide equal treatment, opportunity and pay for men and women and this will be actively promoted within the workplace and supply chain.

4. Fair Employment Conditions.

- a. Suppliers will provide written employment contracts that align with local laws and safeguard workers' rights.
- b. Suppliers will also uphold employment conditions that protect workers' rights under national and international labour and social security laws.
- c. Suppliers must not circumvent labour and social benefits responsibilities by extensive use of subcontractors or temporary workers nor by employing extensive probation periods or fixed-term contracts.

5. Promote Health & Safety

- a. Suppliers shall establish and maintain a safe and healthy work environment, taking onboard industry-specific hazards and conditions
- b. Suppliers will ensure regular health and safety training is provided and documented. A senior management representative at each site will be responsible for health and safety.
- c. Suppliers will take adequate measures to prevent accidents and injuries.

6. Fair Compensation

- a. Suppliers shall ensure all workers receive a wage at least the national legal minimum or the minimum determined by collective bargaining agreements, whichever is applicable in their country.
- b. Suppliers will comply with legal requirements to compensate overtime in accordance with local law or contract.
- c. Suppliers will provide benefits to workers including holidays, sick leave, maternity leave and severance pay as required by local law or contract.
- d. Deductions from workers' wages for disciplinary purposes are strictly prohibited.

7. Working Hours

- a. Suppliers will ensure the regular work week shall not surpass 48 hours, or the maximum allowed by local law.
- b. Suppliers must not exceed the 60 hour total regular and overtime hours on an ongoing basis, and must show they are taking steps to reduce excessive overtime.
- c. Suppliers must provide workers with a minimum 24 consecutive hours of rest within each seven-day period.
- d. Suppliers will ensure workers volunteer for overtime work and that there will be no repercussions for those who decline.

8. Respect Freedom of Association & Collective Bargaining.

- a. Suppliers shall respect the right of workers to freely associate and engage in collective bargaining, fostering an open attitude towards trade unions and their activities and shall not penalise an employee for their involvement
- b. Suppliers will ensure workers can join associations and organisations of their choice, without fear, retaliation or harassment.

9. Prevention of Harassment or Abuse

- a. Suppliers will treat all workers with respect, free from any form of intimidation, harassment, or abuse.
- b. Suppliers will ensure that no worker is subjected to monetary fines or wages deductions as a method of labour discipline.

10. Protection of Migrant, Temporary, Agency Workers and Homeworkers

- a. Australian Power Equipment apply the Code equally to all workers, including migrants, temporary workers, agency workers and homeworkers, as it does to local nationals and permanent workers.
- b. Australian Power Equipment's direct suppliers are accountable for ensuring intermediary employers or recruitment agencies understand and adhere to the principles and essence of the Code.

11. Authorised Subcontracting

- a. Australian Power Equipment must provide written approval for any Supplier to undertake subcontracting and those suppliers must adopt the Code.
- b. Australian Power Equipment applies the Code with the same rigour as it does to all suppliers. Australian Power Equipment direct Suppliers are to be responsible for ensuring subcontractors' understanding and compliance with the Code.

This Code of Conduct is based on the ILO Conventions.

Australian Power Equipment retains the right to review compliance with the Code of Conduct at any time, and may terminate business relationships with partners found to be in violation of the Code.