



CORPORATE PROCUREMENT & IT

Code of Conduct for Suppliers

(as of March 2021)

For Österreichische Post AG and its group companies (Principal), it is a matter of course to ensure compliance with minimum legal and social standards, not only within the company itself, but also in business relationships with contractors and their vicarious agents.

The Contractor undertakes to instruct its employees on the minimum social standards described below and to comply with them. The Contractor also undertakes to impose these minimum standards on its vicarious agents, such as suppliers and subcontractors and to ensure they are complied with.

Compliance with and monitoring of minimum social standards must be ensured by the Contractor through an internal social responsibility strategy and corresponding procedure.

The Principal has the right to check the compliance with the standards, especially through on-site-inspections on Contractor's business premises. The Contractor is obliged to cooperate in these control processes and to reasonably support the Principal by providing suitable documents.

If the Contractor violates the minimum legal and social standards described below, the Principal reserves the right to terminate existing contracts prematurely and/or to terminate business relations, unless the violation of duty is remedied within a reasonable grace period. In the event of a violation of anti-corruption regulations, the Principal is entitled – without prejudice to other rights of withdrawal and termination – to terminate the agreement without notice and to assert any claims for damages.

1. Human dignity

Human dignity is a fundamental prerequisite of human coexistence and is to be respected as such.

2. Compliance with statutory regulations

The applicable national laws and regulations, minimum industrial standards and the conventions of the International Labour Organisation (ILO) and the United Nations (UN) must be observed.

3. Equal opportunities and diversity

Any discrimination based on an employee's sex, age, religion, skin colour, social background, disability, ethnic background, country of origin or any other personal characteristic or belief is prohibited.

Equal opportunities must be promoted.

4. Prohibition of child labour

It is prohibited to use child labour, as defined by the ILO and UN conventions and by national legislation, for the production of goods or the provision of services. If it transpires that children are working under conditions that fall under the definition of child labour, this must be remedied immediately by means of documented strategies and procedures.

5. Prohibition of forced labour

In accordance with the ILO conventions, all forms of forced labour are prohibited.

The use of corporal punishment and mental or physical coercion is prohibited.



6. Working conditions

The applicable national labour law provisions must be complied with. The wages and other benefits must correspond with the statutory regulations. Wage cuts may not be used as a disciplinary measure.

7. Freedom of association and assembly

The employees' right to establish and join authorized associations and the right to conduct collective bargaining must not be restricted in any way.

8. Occupational health and safety

The Contractor must ensure safe and healthy conditions at the workplace. Workplace and working conditions that violate fundamental human rights are prohibited.

9. Environmental protection

The environmental and safety regulations for waste treatment, handling chemicals and other hazardous materials or substances must be complied with.

10. Anti-corruption, gifts and invitations

The Contractor must comply with the applicable national anti-corruption law.

The Contractor undertakes (i) to ensure that his legal representatives and engaged and/or commissioned vicarious agents, such as employees, subcontractors, suppliers, comply with all applicable legal provisions relating to anti-corruption regulations and (ii) to take appropriate measures to ensure compliance with the anti-corruption regulations.

11. Avoidance of conflicts of interest

Possible conflicts of interest must be reported by the contractor/bidder to Austrian Post's Corporate Purchasing department unsolicited and without delay.

Conflicts of interest are, in particular, personal relationships (e.g. through family ties, business relationships or investments) of the contractor/bidder to the Principal's employees/leasing personnel involved in the procurement process, as well as other contractors.

Violations of this Code and/or the applicable law shall be reported to the Compliance Helpdesk of Österreichische Post AG at any time:

Österreichische Post AG
Compliance
Rochusplatz 1
1030 Wien
Austria
Email: compliance.helpdesk@post.at