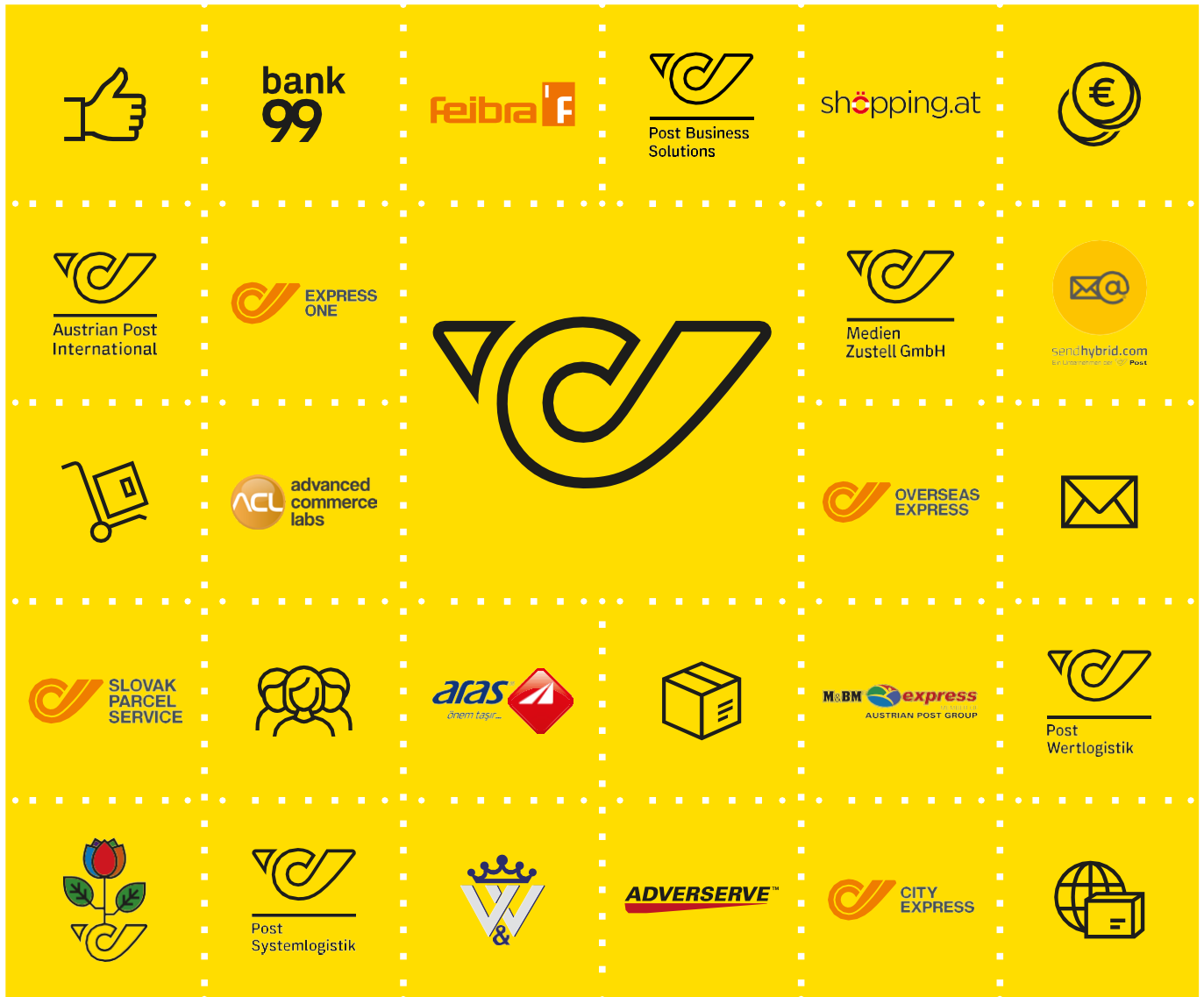


Code of Conduct for Contractors

#bringtogether





Our Code of Conduct for Contractors

The highest ethical, social, and ecological standards are observed as a matter of course at Österreichische Post AG and its group of companies, referred to hereinafter as the "Principal". However, the Austrian Post also expects its "Contractors" to adhere to the same high standards when it enters into business relationships with them.

Contractors should ensure that they comply with and monitor these minimum standards through the implementation of a corporate strategy for social responsibility and suitable company-internal procedures.

Contractors shall undertake to educate their employees about the minimum ethical, social, and ecological standards set out below and to guarantee compliance with them. The Principal is entitled to verify such compliance with these minimum standards through the collection of documents and evidence and shall also be entitled to do so on site, especially on Contractors' business or company premises. Contractors are obliged to cooperate with the Principal during such audit procedures and to support the Principal in an appropriate manner through the submission of relevant documents.

Contractors shall also undertake to hold their vicarious agents such as suppliers and subcontractors to these minimum standards and to guarantee their compliance with them.

The Principal reserves the right to terminate existing contracts extraordinarily and/or to terminate business relationships where Contractors violate the provisions contained within this code of conduct insofar as the breach of duty is not resolved within an appropriate timeframe. Furthermore, the Principal is entitled to assert any claims for compensation that may arise as a result of such violations.

Human Dignity

Human dignity is to be regarded as a fundamental precondition for human coexistence.

Compliance with Statutory Regulations

Contractors shall comply with applicable national laws and regulations as well as applicable international regulations which pertain to their activity. In particular, they shall comply with

- The principles of the UN Global Compact,
- The United Nations' Guiding Principles on Business and Human Rights,
- The Universal Declaration on Human Rights,
- The fundamental principles of the International Labour Organisation (ILO),
- The OECD's guidelines for multinational companies.

Equality of Opportunity and Diversity

Discrimination, especially on the basis of gender, age, ethnic or social background, skin colour, psychological or physical impairment, religion or ideology, political views, familial status, health, sexual orientation, or any other personal characteristic or conviction on the part of employees is strictly forbidden. Equality of opportunity must be promoted.

Prohibition of Child Labour

Any form of child labour as defined by the ILO and UN Conventions or as defined in national legislation is strictly prohibited. Recruitment always takes place in adherence of the respective national laws.

Prohibition of Forced Labour

In accordance with the conventions of the ILO, all forms of forced labour, modern forms of slavery and human trafficking are forbidden. The use of corporal punishment as well as mental or physical coercion is forbidden.

Working Conditions

Contractors must comply with the national labour and social law provisions applicable in each case, especially with respect to working times, breaks, overtime, annual leave, and registration with social security agencies. Contractors must keep appropriate documentation in this regard. Pay and other additional benefits must correspond with relevant statutory regulations. Reductions in pay as a disciplinary measure are not permitted.

Private or public security agencies which threaten the use of torture or other degrading treatment, or which violate freedom of association must not be used.

Freedom of Association and Assembly

The right of employees to found and join associations permitted by law and the right to conduct collective bargaining shall not be restricted in any way.

Health and Safety at the Workplace

The health and safety of employees is a high priority. As a result, contractors must ensure safe working conditions which promote health. For example, employees should have access to drinking water and sanitary facilities as well as personal protective equipment.

Contractors must comply with the applicable statutory regulations and reporting obligations. Contractors shall implement measures for the purpose of avoiding work-related injuries and occupational illnesses.

Anti-Corruption, Gifts, and Invitations

Contractors must comply with the applicable national anti-corruption laws. Contractors undertake to ensure that their legal representatives and appointed and/or commissioned vicarious agents such as employees, subcontractors and suppliers comply with all applicable statutory provisions in connection with anti-corruption regulations.

Furthermore, they shall take appropriate measures to guarantee compliance with anti-corruption regulations.

Gifts, invitations, and other benefits may only be given or accepted to a reasonable extent and without the intention of influencing others.

Environmental Protection

Contractors shall comply with all environmental and safety regulations, especially with respect to the treatment of waste and the handling of chemicals or other hazardous materials or substances. Furthermore, contractors are to work in such a way that conserves resources and should actively participate in reducing the burden placed on the climate and the environment.

Avoidance of Conflicts of Interest

Conflicts of interest (relationships between Contractors and employees of the Principal such as familial ties, business relationships or investments) must be disclosed to the Principal immediately and unbidden.

Data Privacy and Information Security

Contractors shall handle personal information responsibly and with care while also observing the national statutory framework that applies in each case. Contractors shall implement comprehensive measures to guarantee the confidentiality and security of customer, employee, and company data.



Violations of this Code of Conduct and/or applicable law can be reported to the Principal's Compliance Helpdesk. This can also be done anonymously. Employees are to be informed of this point of contact for the purpose of reporting such violations.

Österreichische Post AG
Compliance
Rochusplatz 1
1030 Vienna, Austria

Email:
compliance.helpdesk@post.at

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