

POLICY FOR ADDRESSING MATERIAL ASPECTS OF SUSTAINABLE PROCUREMENT



Sustainable Procurement Policy





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Introduction

The Austrian Post Group (Österreichische Post AG including all fully consolidated subsidiaries) is an international postal, logistics and service provider which is central to Austria's economy. It also has an international footprint in the e-commerce sector in Southeast and Eastern Europe, Turkey and West Asia. The group is firmly focused on the very highest quality and offers a comprehensive product and service portfolio to provide the best possible match for current customer needs.

The Austrian Post Group is committed to responsible and sustainable procurement practices that take ecological, social and ethical aspects into consideration along the entire supply chain. In accordance with the principles of the UN Global Compact and the United Nations Sustainable Development Goals (SDGs), Austrian Post strives to make a positive contribution to the environment and society through its purchasing decisions.

The fair and transparent treatment of suppliers, compliance with human and labour rights, and the promotion of environmentally friendly products and services are central components of the procurement strategy. Through clear standards, continuous evaluation and close cooperation with business partners, Austrian Post strengthens its resilience, innovative strength and future viability, while simultaneously making an active contribution to achieving its climate targets and ensuring responsible value chains.

1. Targets and Scope

This Sustainable Procurement Policy describes what we understand by ecological, economic and responsible business management practices. It combines fundamental principles with established sustainability aspects that are firmly anchored in the Group's procurement processes. Sustainable, responsible procurement has a high priority for Austrian Post. Our procurement decisions take environmental and social aspects into consideration alongside price, quality and delivery timescales.

The purpose of the Sustainable Procurement Policy is to regulate and manage the handling

of impacts, risks and opportunities related to material procurement sustainability matters. Ecological, social and ethical requirements are systematically integrated into all relevant purchasing processes – from assessing requirements through to supplier selection, contract design and performance monitoring. This policy provides the foundation for a transparent, fair, and future-oriented approach to procurement that actively contributes to achieving Group-wide sustainability goals.

The responsibility of Group Procurement is regulated in the current Group Procurement Guideline.



2. Governance and Responsibilities

The Austrian Post Sustainability Board was established to manage the strategic aspects of sustainability, diversity and customer focus on a Group-wide basis. This board defines central goals and measures within the framework of the integrated corporate and sustainability strategy and coordinates with the entire Management Board, top management and the Supervisory Board on a regular basis.

The Sustainability Board forms the strategic framework for sustainable procurement. The Corporate Sustainability Department, the Chief Sustainability Officer and the Compliance Department provide technical and organisational support – particularly in the implementation of procurement-related sustainability goals and measures.

The Head of Group Procurement is responsible for implementing the goals and measures set at a strategic level. They are also responsible for ensuring that procurements in the categories for which they are responsible according to the Group Procurement Guideline are compliant with all relevant laws and internal company regulations. The Sustainability Officer of Group Procurement is responsible for implementation, measurement of success and reporting.

Within the framework of the overarching sustainability governance structure, ultimate

responsibility for the Sustainable Procurement Policy lies with the entire Management Board.

3. Involvement of Stakeholders in Group Procurement

Group Procurement sees itself as a vital link between internal consumers and external suppliers, and maintains dialogue with its stakeholders through a number of personal and digital channels:

- Regular communication with internal consumers to define requirements and clarify specifications
- Input related to sustainability requirements, voluntary commitments and compliance topics provided digitally by suppliers via the tender portal
- Internal workshops and training to highlight the importance of sustainability to employees involved in procurement
- Coordination with the CSR & Environmental Management Department to ensure Group-wide sustainability goals and reporting obligations are taken into account
- Risk-based supplier assessments and Vendor Integrity Checks performed by the Compliance Department; measures are derived in consultation with suppliers, and subsequently communicated and agreed upon by Group Procurement

4. Procedure for Identifying and Assessing Material Procurement Impacts, Risks and Opportunities

The fundamental prerequisite for systematic and targeted sustainability management is the identification and regular review of material topics on the basis of a materiality assessment performed in accordance with the European Sustainability Reporting Standards (ESRS). This review is used to identify and prioritise the key topics and challenges that are relevant to stakeholders and the long-term business performance of the Austrian Post Group.

Additional insights regarding risks and opportunities are incorporated via the Group-wide supplier risk management process. This process evaluates industry-specific, geographical and volume-related risk factors in a structured and transparent manner. The assessment is conducted both internally and in dialogue with relevant stakeholders, forming the basis for concrete measures designed to minimise risk and harness sustainability-related opportunities in procurement.

5. Material Aspects of Sustainable Procurement

5.1 Economic Efficiency, Sustainability and Integrity

Procurement within the Austrian Post Group is guided by a holistic understanding of sustainability. Sustainability in purchasing begins before the actual procurement takes place – during the assessment of requirements – and runs like a golden thread through all phases of the procurement process right up to disposal.

Holistic View and Lifecycle Approach

Purchasing decisions are based on a holistic view (total cost of ownership). In addition to acquisition costs, follow-up costs such as energy consumption, maintenance and disposal costs are included in the evaluation, as are ecological impacts. This ensures that the environmental impact remains as low as possible over the entire lifecycle of a product or service.

Promoting a Circular Economy and Resource-Saving Solutions

The Austrian Post Group is committed to innovative solutions, such as the expansion of renewable energies, the promotion of a circular economy, and the development of alternative packaging solutions. The transition to e-mobility in the delivery fleet, the sourcing of electricity from renewable sources and optimising the energy efficiency of buildings are key components of the Group-wide decarbonisation strategy.

Group Purchasing helps to achieve the goals set out in the 2030 Master Plan for promoting the circular economy and saving resources by encouraging eco-friendly purchasing and

considering environmental factors in procurement and tenders.

Promoting Sustainable Products and Transparency

Sustainable items are clearly marked in the internal ordering system of Österreichische Post AG and selected subsidiaries, allowing environmentally conscious users to identify them at a glance. A connected external webshop provides the option to search for products based on recognised environmental and social certifications. This transparency makes it easier to select environmentally friendly alternatives and strengthens awareness of responsible behaviour throughout the company.



Integrity

Integrity is the foundation of all of our procurement activities. No undue advantages are accepted – particularly **gifts or invitations** that could influence the independence of our decision-making processes. Compliance with the standards set out in the Supplier Code of Conduct is mandatory, along with all applicable legal provisions and internal guidelines.

Strict observance of national and international **sanctions** is also an essential component of integrity. No goods or services are procured from sanctioned individuals or companies as a matter of principle. This ensures that all purchasing decisions are legally and ethically sound and reduces the company's exposure to risk.



5.2 Fair Competition and Transparency

Fair and transparent competition is the basis for sustainable success and public trust.

Clear Rules and Responsibilities

Binding guidelines apply to all procurement processes and are implemented uniformly across the Group. These regulations govern how tenders, awards and contracts are structured. The aim is to consistently rule out the possibility of discrimination and distortions of competition. Monitoring mechanisms such as dual-control checks and the segregation of duties ensure that no single individual makes decisions on critical steps such as orders, contracts or invoice verification alone. This prevents conflicts of interest and strengthens the integrity of the procurement process.

Transparent Processes

All procurement decisions are made based on objective and comprehensible criteria. Tenders are formulated objectively and without discrimination. The supplier selection process is transparent and based on clearly defined standards that take economic, ecological and social aspects into account. All decisions are documented in accordance with the Group Procurement Guideline and clearly documented for internal and external audits.

Systematic Risk Management and Supplier Evaluation

The Austrian Post Group pursues a holistic and systematic approach to assessing and managing risks associated with its suppliers, with a particular focus on compliance-relevant and sustainability-related aspects such as human rights, labour law, health and safety, environmental protection, ethical behaviour, and corporate responsibility. A number of tools are used to ensure that these standards are met. Regular and standardised Group-wide Vendor Integrity Checks are performed by the Compliance Department using suitable IT tools. The results are then translated into measures with the affected suppliers by Group Procurement or the responsible departments.

5.3 Environmental and Social Responsibility

The social and ecological responsibility of the Austrian Post Group extends across the entire supply chain. Our approach revolves around the conviction that economic success must never come at the expense of human rights, fair working conditions or social integrity. As a result, Group Procurement plays an active role in creating a supply chain that is based on respect, fairness and social justice.

Group Procurement is committed to promoting compliance with legal regulations and human rights standards in all countries and is aware of the impact that its purchasing decisions have on the supply chain as a whole. The foundation of responsible procurement is consistent alignment with internationally recognised norms and standards, such as the UN Global Compact, the ILO Core Labour Standards and the OECD Guidelines.

Code of Conduct for Contractors

Consistent compliance with environmental, social and governance standards is required of all suppliers. This is ensured by a binding Code of Conduct for Contractors, which has been an integral part of all procurement activities since 2012. Suppliers commit to observing the social and ecological minimum standards defined therein.

Binding Voluntary Commitment

Material potential suppliers are required to submit declarations, confirming that they recognise and observe fundamental principles throughout the business relationship, particularly in regard to human rights, labour and environmental standards, and rejecting corruption. Suppliers also provide assurance that their decision-making bodies have no criminal convictions for serious offences such as fraud, bribery or human trafficking.

Special Consideration for Sustainability when Assessing Tenders

Minimum standards in all aspects of sustainability are actively promoted when evaluating tenders with a value of over EUR 1m. Suppliers who have been evaluated on recognised ESG supplier screening platforms and can demonstrate their commitment to sustainability receive a 3% bonus in the tender evaluation process.

Promoting Fair Working Conditions and Societal Development

Assuming environmental and social responsibility in Group Procurement goes beyond signing a contract. Group Procurement actively supports selected suppliers through open dialogue to ensure compliance with and the continuous development of agreed standards. Group Procurement works with suppliers as equal partners to create fair working conditions, promote diversity and inclusion and foster societal development.



6. Measurement and Management

Group Procurement's implementation of sustainable procurement practices is monitored in a structured manner. Key figures such as the monthly share of sustainable items, the number of orders with sustainability labelling and paper consumption are collected on a regular basis and published as part of the internal reporting process. Compliance with statutory requirements, such as the Packaging Ordinance, is verified annually.

7. Communication

Transparency is a top priority for Austrian Post. We publish our Sustainable Procurement Policy on our website at <https://www.post.at/en/ir/c/investor-relations> and actively share its content with all employees via our intranet and other communication channels.

Österreichische Post AG also publishes annual sustainability statements to provide updates on its sustainability performance. This report is part of the Management Report and is publicly available at <https://www.post.at/en/ir/c/investor-relations>.

8. Contact Information

If you have any questions about the Sustainable Procurement Policy, please email the Procurement Team at procurement@post.at.

Potential misconduct and violations can be reported (anonymously) via the whistleblowing hotline at post.at/whistleblowing.



9. Signed and Approved by the Management Board

Vienna, 17 February 2026



Walter Oblin
CEO



Peter Umundum
Deputy CEO
Parcel & Logistics (COO)



BARBARA POTISK-EIBENSTEINER
Member of the Management Board
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