

# cargo-partner's Supplier Code of Conduct



## Contents

1	Introduction to the cargo-partner Supplier Code of Conduct .....	3
2	Business Integrity .....	4
2.1	Anti-corruption .....	4
2.2	Intellectual property Confidentiality .....	4
2.3	Grievance mechanisms .....	4
2.4	Conflict of Interest .....	4
2.5	Behavior in social networks (Online behavior) .....	4
2.6	Fair competition .....	4
3	Compliance with Labour and Human Rights .....	5
3.1	Forced Labour .....	5
3.2	Employment Practices .....	5
3.3	Minimum Age for Employment .....	5
3.4	Fair and Equal Treatment .....	5
3.5	Wages and Benefits .....	5
4	Environmental Impact .....	6
4.1	Resource consumption, pollution prevention and waste minimization .....	6
4.2	Hazardous Material .....	6
4.3	Environmental Management System .....	6
5	Health & Safety .....	6
5.1	Workplace Environment .....	6
5.2	Emergency Preparedness .....	7
6	Reporting violations .....	7
7	Supplier's acknowledgement .....	7

## 1 Introduction to the cargo-partner Supplier Code of Conduct

### Purpose

The Supplier Code of Conduct defines the non-negotiable minimum standards and expectations for environmental, social and ethical performance for all our suppliers when conducting business with cargo-partner. When we enter into agreements with suppliers who carry out service on behalf of cargo-partner, they become part of the same value chain.

Our reputation and business depend on our familiarity and compliance with all applicable laws and regulations, that is why we expect you to read, understand and adhere to the Supplier Code of Conduct.

As the Supplier Code of Conduct cannot cover every issue that may arise, you should always use common sense when conducting business on behalf of cargo-partner.

### Compliance

cargo-partner expects the supplier to adhere to all applicable laws and regulations and strive to comply with international and industry standards and best practices. If a supplier is not able to meet our minimum requirements, we reserve the right to suspend service from the supplier until we are satisfied with their performance.

In case cargo-partner has agreed to operate with sub-subcontractors, the supplier has to ensure their full compliance with the requirements of this Code of Conduct.

cargo-partner has a subcontractor management system in place to ensure there is consistent process for the selection, evaluation, monitoring and management of our suppliers. Additionally, a selected number of existing suppliers will be periodically assessed and reviewed.

### Review of Supplier Code of Conduct

This Supplier Code of Conduct will be reviewed at least every three years or, when necessary, more frequently, to consider and incorporate any evolving environmental or social considerations.

## 2 Business Integrity

We expect from our Suppliers to conduct business in an ethical and lawful manner and adhere to following specific rules.

### 2.1 Anti-corruption

The Supplier must never, directly or through intermediaries, offer or promise any personal or improper advantage in order to obtain or retain a business or other advantage from a third party, whether public or private. The Supplier will not pay or accept bribes, kickbacks and shall not take any action to violate any applicable anti-corruption laws and regulations, even if this is accepted as normal business practice in some countries.

### 2.2 Intellectual property Confidentiality

The Supplier shall take appropriate steps to safeguard and maintain confidential information of its business partners and use such information only for the purposes authorized for use by the contractual agreement. In case of sub-contracting, sharing of confidential information should be made with the consent of cargo-partner.

### 2.3 Grievance mechanisms

The Supplier shall have systems in place enabling anonymous grievances, reporting and management. In bigger suppliers (500+ employees) a designated officer shall continuously monitor the grievance mechanism, keep records on the issue and take appropriate actions on a confidential manner.

### 2.4 Conflict of Interest

The interest of the company and its business partners shall always be respected and not be influenced by private relationships. The Supplier is expected to report to cargo-partner any situation that may result in a conflict of interest.

### 2.5 Behavior in social networks (Online behavior)

It is not permitted to post messages / statements on any subject that contains confidential information or that infringes data protection rules. Statements that could be mistakenly interpreted as the standpoint of cargo-partner and/or offend cargo-partner or its employees are not allowed either.

### 2.6 Fair competition

It is essential that the supplier acts in accordance to antitrust and trade laws, pricing, competition and consumer protection laws. No unfair agreements with business partners or competitors are tolerated, such

as price fixing, secret agreements on products and services or the distribution of markets. Even acts that create the appearance of such have to be avoided.

### **3 Compliance with Labour and Human Rights**

cargo-partner expects Suppliers to provide a safe and fair working environment for its employees and to observe and respect internationally recognized human rights as described in the ILO Core Convention, United Nations Universal Declaration of Human Rights and the United Nations Global Compact.

#### **3.1 Forced Labour**

Forced labour refers to any form of indentured servitude such as the use of physical punishment, confinement, threats of violence as a method of discipline or control such as retaining employees' identification card, passport, work permits or deposits as a condition of employment. The Supplier must under no circumstances use, or in any way benefit, from forced labour.

#### **3.2 Employment Practices**

All work shall be voluntary and workers shall be free to leave work or terminate their employment upon reasonable notice.

The Supplier must ensure that its employees work in compliance with all applicable laws and mandatory industry standards pertaining to regular working hours, and overtime hours, including for breaks, rest periods, holidays and maternity and paternity leaves.

The Supplier should grant its employees the right to Freedom of Association and Collective Bargaining in accordance with all applicable laws and regulations.

#### **3.3 Minimum Age for Employment**

The use of child labour, whether paid or unpaid by the Supplier is strictly prohibited. The ILO Convention 138 on the Minimum Age indicates that no children below 15 years old (or 14 years old in certain developing countries) is allowed to work.

#### **3.4 Fair and Equal Treatment**

The Supplier should treat its employees with dignity, respect and integrity:

- The Supplier shall not discriminate in hiring and employment practices on grounds of criteria such as race, skin color, religion, gender, age, physical ability, national origin, sexual orientation, political affiliation, union memberships or marital status
- Any form of psychological, physical, sexual or verbal abuse, intimidation, threat or harassment must not be tolerated
- The Supplier shall respect the privacy rights of its employees whenever it gathers private information or implement employee-monitoring practices

#### **3.5 Wages and Benefits**

The Supplier's employees must receive wages and benefits that, at a minimum, comply with national laws and industry standards, as well as binding collective agreements. Overtime work should be limited and adequately compensated.

## 4 Environmental Impact

From our carriers, we expect to assume common responsibility for the environment. Being part of cargo-partner's value chain, you need to constantly seek to extent your offer of sustainable and innovative transport solutions that continually reduce the environmental impact.

As Supplier of non-freight services and goods, we expect you to continually reduce the environmental impact of your supply chain and source sustainable raw material where possible.

cargo-partner requires its Suppliers to comply with all applicable legal environmental requirements and demonstrates continuous improvement of its environmental performance.

### 4.1 Resource consumption, pollution prevention and waste minimization

The Supplier shall optimize its consumption of natural resources, including energy and water. You shall implement and demonstrate sound measures to prevent pollution and minimize generation of solid waste, wastewater and air emissions. Waste recycling or disposal should be in line with applicable laws and regulations.

### 4.2 Hazardous Material

The Supplier shall identify hazardous materials, chemicals and substances, and ensure their safe handling, movement, storage, recycling, reuse and disposal. All applicable laws and regulations related to hazardous material shall be strictly followed. The Supplier shall ensure that employees are aware of and trained in handling hazardous materials. All employees shall have access to appropriate Personal Protective Equipment for their work.

### 4.3 Environmental Management System

We encourage Suppliers to document and implement an environmental management system (based on international standards such as ISO 14001), designed to identify, control and mitigate significant environmental impacts.

## 5 Health & Safety

cargo-partner expects the Supplier to ensure health & safety at work, preventing work-related injuries and illnesses of employees and that equipment used when providing services is of sound quality and meets the legally required standard of maintenance.

### 5.1 Workplace Environment

The Supplier should provide its employees with a safe and healthy working environment. As a minimum, potable drinking water, adequate lighting, temperature, ventilation, sanitation and personal protective equipment must be provided. In addition, appropriate measures to prevent the use and abuse of alcohol, drugs, etc. by its personnel shall be in place.

## 5.2 Emergency Preparedness

The Supplier shall be prepared for emergency situations. This include worker notifications and evacuation procedures, emergency training and drills, appropriate first aid supplies as well as appropriate fire detection and suppression equipment. The Supplier shall regularly train employees on emergency planning, responsiveness as well as medical care.

## 6 Reporting violations

The Supplier shall report any suspected violations of regulations, laws and the underlying Supplier Code of Conduct. Violations should be reported to the cargo-partner contact person, or can be reported confidentially using one of the available channels:

Web URL: [www.cargo-partner.com/environmental-social-and-governance/governance/whistleblowing](http://www.cargo-partner.com/environmental-social-and-governance/governance/whistleblowing)

E-Mail: [whistleblowing@cargo-partner.com](mailto:whistleblowing@cargo-partner.com)

Phone: +381 63 59 11 46 (available from 08:00-18:00 GMT+2)

## 7 Supplier's acknowledgement

We, the undersigned hereby duly confirm that:

- We have received and take due note of the contents of cargo-partner's Supplier Code of Conduct
- We are aware of all relevant laws and regulations of the countries in which our company operates
- We will check the requirements and implement the adequate measures in our organization also by training our employees accordingly
- We will monitor the adherence to the required measures and rules and commit to a continuous improvement process

Name of Company

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Name and Title

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Signature and company stamp/seal

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Date and Place

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*This document shall be signed by an authorized representative of the company and returned to cargo-partner within 15 working days of receipt.*