

Supplier Code of Conduct

CALTEX AUSTRALIA

As a proud and iconic Australian company, Caltex Australia ("Caltex") sets high expectations for itself and those around it. Caltex has safely and reliably fuelled the needs of Australian motorists and businesses since 1900 and this success has been built upon a strong set of values, business principles and commitments to our employees, customers, suppliers and the communities in which we operate in.

Suppliers are an integral part of our business, helping us become the market leader in complex supply chains and evolving convenience marketplace by delivering the fuel and other everyday needs of our diverse customers through our networks. It is essential that suppliers share our values, principles and commitments and this Supplier Code of Conduct ("Supplier Code") sets out the minimum requirements for suppliers in seeking to do business with Caltex.

APPLICATION

The principles outlined in this Supplier Code apply to all third party suppliers, employees of suppliers and contractors engaged to provide any goods and services required throughout the supply chain, including hydrocarbons and merchandise for resale procured by Caltex or any of its wholly or controlled sub-entities, irrespective of the geographical location of their operations (together "Suppliers"). Caltex may, where applicable, require other business partners to acknowledge and apply this Supplier Code.

Caltex is committed to building a culture where diversity is valued, our workplaces are free from discrimination, harassment, and bullying, and we comply with Australian law and important international standards such as the International Bill of Human Rights, the International Labour Organization Declaration on Fundamental Principles and Rights at Work, and the United Nations Guiding Principles on Business and Human Rights. Caltex cares about people, respects human rights and requires all employees to treat others with trust, dignity, respect, fairness and equity.

Suppliers must show the same respect throughout the supply chain and Caltex will only work with Suppliers who share these commitments and values.





Never
stop caring

“Aspiring leaders sometimes ask me what makes a great leader. For me, appreciating the value that diversity contributes to an innovative business is key.”

Julian Segal,
Managing Director & CEO



LABOUR & HUMAN RIGHTS

Caltex expects Suppliers to:

- Ensure all work is freely chosen without the use of Modern Slavery including forced or compulsory labour;
- Ensure workers are of legal age, preventing any form of child labour;
- Ensure bullying, harassment and discrimination, physical, sexual, psychological or verbal harassment or abuse is not tolerated within their organisation;
- Pay their workers lawful wages, including equal pay for equal work; and
- Provide fair working conditions for their employees, including adequate rest periods, sufficient leave, freedom of association and collective bargaining in accordance with relevant local laws.

DIVERSITY AND EQUAL OPPORTUNITY

Caltex expects Suppliers to promote a diverse and inclusive workplace free of discrimination on the following grounds including: gender, age, race, nationality or ethnic origin, disability, family responsibilities, marital status, medical or irrelevant criminal record, political views, pregnancy or potential pregnancy, religious beliefs or activity, sexuality or sexual orientation, union affiliation, physical appearance, social origin or carers' responsibilities.

BEHAVIOURS

Caltex's approach is to pursue the highest standards of conduct in its dealings and promotes good corporate governance and ethical behaviour and Suppliers must:

- Act at all times with integrity, transparency and honesty;
- Never engage in bribery or corruption;
- Declare any actual or potential conflicts of interest in dealings with Caltex;
- Ensure any gifts and hospitality offered or received are: reasonable, appropriate, not overly frequent and for legitimate business purposes only;
- Comply with applicable local, state, federal, international laws and regulations (including but not limited to sanctions, anti-money laundering and tax laws) in all locations where they operate and interact with Caltex;
- Strictly follow all relevant competition laws and promote fair behaviour towards other businesses and consumers;
- Comply with data privacy and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared;
- Respect Caltex confidential information and not disclose this, except as required by law or where authorised in writing by Caltex; and
- Ensure the protection of whistleblowers.



“Caltex strives for incident-free operations. We are relentless in our commitment to ensuring that our workforce goes home safe every day and that we protect the environment in which we operate.”

Julian Segal,
Managing Director & CEO



HEALTH & SAFETY

Workplace Health and Safety (which encompasses the provision of a safe, healthy and secure work environment to our employees, contractors, customers and visitors) is of paramount importance to Caltex.

Caltex favours Suppliers who share similar values and have a documented set of policies and programs aimed at promoting a safe, healthy and secure workplace and expects Suppliers to comply with the minimum requirements identified below. Suppliers must:

- Follow all relevant laws and regulations related to Workplace Health and Safety;
- Implement written health and safety policies and standards;
- Develop and implement documented systems to identify and record work-related injuries and illnesses;
- Be proactive in establishing programs or practices to improve the overall health and wellbeing of employees, customers and stakeholders such as the employees of contractors and suppliers, such as reducing the frequency and severity of personal injuries; and
- Adhere to Caltex’s safety requirements at Caltex sites, where applicable.

ENVIRONMENT & SUSTAINABILITY

Caltex aims to reduce the impact of its operations and that of the activities along its supply chain. Caltex will prefer Suppliers who act responsibly in managing the environmental impacts of their business operations. At a minimum, Suppliers are expected to:

- Comply with all relevant local and national laws and regulations on environmental management and reporting;
- Maintain a documented commitment to environmental objectives;
- Maintain a process aimed at tracking environmental performance over time and supporting environmental reporting and compliance with legislative requirements;
- Consider the design, development, manufacture, packaging and delivery of goods and/or services in terms of both their sustainability and long term impact on the environment;
- Strive to reduce environmental harm by maximising the efficient use of natural resources, energy, water and raw materials and minimise pollution (inclusive of greenhouse gases pollution) and waste; and
- Comply with Caltex’s environmental requirements.



COMPLIANCE

The requirements outlined in this document are important to Caltex and it is equally important that Suppliers recognise, accept and comply with these requirements as part of their ongoing relationship with Caltex.

Caltex will continue to adopt and apply systems, practices and processes to monitor, assess and ensure Supplier’s compliance with this Supplier Code, including seeking written confirmation from Suppliers of their acceptance and compliance.

Caltex may verify compliance with this Supplier Code through a variety of mechanisms which may include a self-evaluation tool for Suppliers, desktop based audits or comprehensive on-site assessments led by Caltex or a nominated third party. Caltex may request Suppliers to submit documentary evidence to verify compliance.

If a Supplier finds it difficult to comply with the requirements in this Supplier Code, this should be reported and shared with a Caltex representative. Caltex aims to work with Suppliers to develop and implement corrective action plans where possible. However, serious breaches or continued non-compliance with this Supplier Code may lead to Caltex ceasing the purchase of goods or services from such Suppliers.



RAISING CONCERNS

Where you have serious concerns about non-compliant behaviour by Caltex employees or by a Supplier, contact the Caltex Hotline, details below.

If required and appropriate, Caltex, or a third party, will conduct an investigation, and may request the co-operation of the Supplier.

The Caltex Hotline is an independent and confidential hotline run by a third party and is open for Suppliers, their employees and contractors. The Caltex Hotline has been set up to provide a channel through which concerns can be reported in confidence. Some examples of the concerns you can raise include:

- Human Rights abuses including child labour and modern slavery
- Corruption, unethical behaviour, theft or other illegal activities
- Labour law breaches
- Safety concerns
- Environmental law breaches
- Breaches of this Supplier Code
- Discrimination or harassment

Contact

- Your Caltex Representative
- Caltex Procurement Team – ask.procurement@caltex.com.au

Caltex Hotline

- +61 1800 200 317
- caltex_employeehotline@deloitte.com.au
- www.caltexhotline.deloitte.com.au