



Supplier Code of Conduct

www.agi.global

AGI Supplier Code of Conduct

AGI Global Logistics Limited (AGI) is a company committed to integrity and compliance with the applicable laws and regulations. When AGI enters into agreements with suppliers who carry out services on behalf of the company, the suppliers become ambassadors because we are part of the same value chain. Therefore, we expect every supplier to share and live up to the same ethical standards that we hold ourselves to. This expected ethical behaviour is laid out in this Supplier Code of Conduct document.

This Code of Conduct outlines the fundamental requirements placed on our suppliers of goods and services, emphasising their responsibilities towards stakeholders and the environment.

Suppliers must also ensure, to the greatest extent possible, that the suppliers' own agents and subcontractors also comply with the requirements of the AGI Supplier Code of Conduct. Where any conflict arises between these requirements, it would be prudent to apply the stricter requirement in that situation.

As an AGI supplier, you are strongly encouraged to act promptly if you are faced with or suspect non-compliance with the Supplier Code of Conduct or applicable laws and regulations. Please always bring any such concerns to your AGI point of contact.

AGI reserves the right to modify the requirements of this Code of Conduct. In this case, AGI expects its suppliers (and subcontractors) to accept such reasonable changes.



Hereby, the Supplier Declares:

Laws and Ethical Standards

The supplier is required to adhere to all relevant laws pertaining to its operations and endorse the principles of the United Nations Global Compact, the UN Universal Declaration of Human Rights, the UN Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises, and the 1998 International Labour Organization Declaration on Fundamental Principles and Rights at Work, in alignment with national laws and customary practices.

Respect the Fundamental Rights of Employees and Fair Working Conditions

Child Labour

The supplier is prohibited from hiring children below the legally permissible employment age in any country or local jurisdiction. The supplier must adhere to a minimum working age of 15 years, even if local laws allow the employment of younger children. Employees under the age of 18 may only engage in work in compliance with the legal regulations of their country of employment, such as those pertaining to working hours and working conditions, while also considering any education or training requirements. This requirement is from ILO Convention C138.

Forced Labour

The supplier must strictly refrain from employing any forced, bonded, or compulsory labour, or engaging in modern slavery practices. All labour must be consensual. Workers must be granted the autonomy to retain control over their personal identification documents, such as passports, work permits, and other legal papers. The supplier must ensure that workers are not subjected to any fees or payments associated with securing employment during both the recruitment process and the course of their employment. It is the responsibility of the supplier to cover all fees and expenses, including licenses and levies, that are legally mandated for workers.

Furthermore, the supplier is expressly prohibited from employing punishment, mental and/or physical coercion, or any form of human trafficking. The supplier is obliged to establish and clearly communicate disciplinary policies and procedures to the workers.

Compensation and Working Hours

The supplier is required to adhere to all relevant local laws and mandatory industry standards concerning working hours, encompassing overtime, rest breaks, and paid leave. Additionally, the supplier must provide compensation to its employees in accordance with local minimum wage regulations, terms outlined in applicable collective bargaining agreements, and industry norms. It is also crucial for the supplier to ensure timely payment to workers while transparently communicating the criteria used for determining their wages, which should be done in a language they comprehend.

The practice of making deductions from employees' wages as a disciplinary action is prohibited unless it is legally permitted.

Diversity and Inclusion

The supplier is obligated to foster a work environment that embraces diversity among its employees. It must demonstrate a strong commitment to providing equal opportunities and must not engage in or condone any form of discrimination or harassment based on any legally protected characteristic.

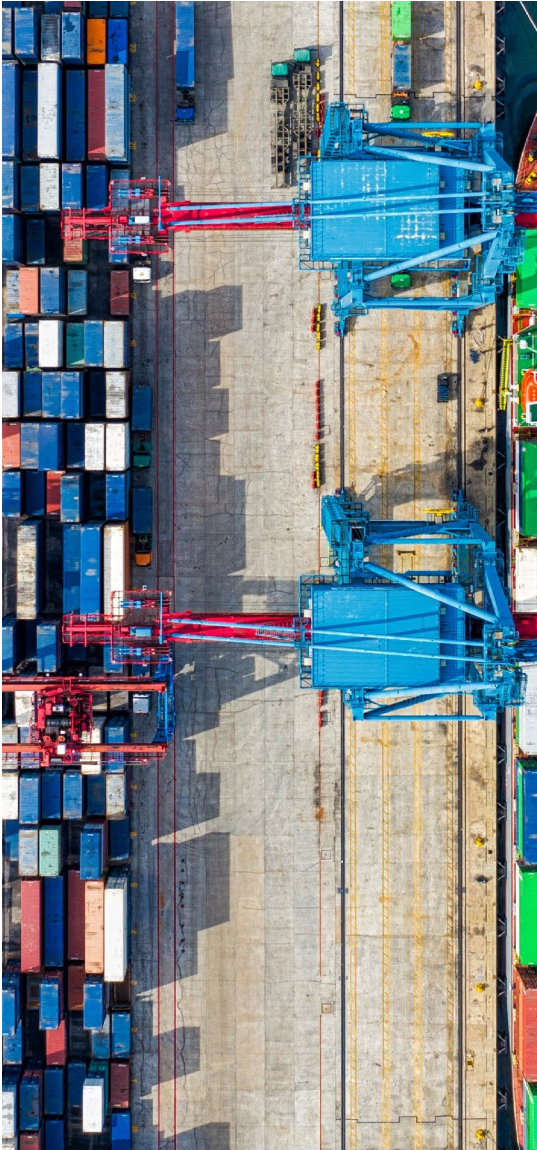
Anti Bribery and Corruption

We have a zero-tolerance policy towards corruption in any form. We strictly select partners who demonstrate integrity and ensure that their conduct always aligns with our standards.

Suppliers must adhere to all applicable national and international laws and regulations, including anti-bribery/corruption, anti-money laundering, antitrust and competition, boycotts, lobbying, payments to government officials, political donations, and other related laws.

We prohibit the offering, giving, or accepting of anything of value that could improperly influence business decisions. Moreover, we strictly prohibit making facilitation payments.

Kickbacks are also categorised as bribery, and as a result, AGI suppliers are strictly prohibited from either offering or accepting kickbacks from fellow business partners. A kickback refers to a payment or a type of arranged incentive provided to an individual for aiding in a business transaction, such as a contract.



Competition

The supplier shall comply with applicable competition and anti-trust laws.

Irrespective of the contract form, it is imperative that all agreements are forged in compliance with principles of fair competition. If you are a supplier, it is crucial to uphold a comparable level of diligence and refrain from entering into any contracts or agreements, whether formal or informal, with the intent or potential outcome of significantly restricting competition.

Giving and Receiving Gifts

Accepting or offering gifts is permissible within reasonable limits and without any intention to exert influence on the recipient. The definition of "reasonable" can vary depending on the country and cultural norms. A general guideline is that the value of a gift should not exceed twice the estimated hourly wage rate of the recipient.

When representing AGI, cash equivalents like gift cards are strictly prohibited for both acceptance and offering. Paid expenses for travel, hotel stays, and restaurant visits are only allowed when directly related to AGI business activities.

Regardless of the gift or hospitality's value, it's crucial to consider the timing to prevent any perception of bribery or undue influence. For instance, gifts, entertainment, or hospitality should not be accepted or offered during a tender process or negotiations for sourcing agreements.

Conflicts of Interest

A conflict of interest refers to any personal or financial stake, involvement in business or personal activities, past or present employment, or any commitment that could hinder the impartial execution of job duties and responsibilities or compromise independence and objectivity. These conflict of interest scenarios encompass significant connections, like family or marital relationships, partnerships, engagement, or investments in business associates or competitors. The supplier is required to promptly report any real or potential conflict of interest associated with its engagements with AGI.

Trade Regulation

The supplier must adhere to all relevant export control, sanctions, and customs laws and regulations, which encompass Prohibitions & Restrictions ("Trade Laws"). The supplier, in particular, must verify that neither the supplier itself, its beneficial owner(s), nor any of its agents or subcontractors, are listed on any applicable Denied Party sanctions lists.

Safe Working Conditions

AGI requires its suppliers to exhibit diligence and sound judgment, particularly in addressing situations involving suspicions of inadequately skilled and trained personnel.

When conducting its fundamental freight forwarding tasks, AGI heavily depends on its suppliers for the actual transportation of goods. Consequently, AGI expects its suppliers to establish protocols that promote a safe and healthy physical as well as psychological work environment, and to take necessary steps to deter the misuse of alcohol, drugs, or other illicit substances by their staff.

Please promptly report any fatal accidents, serious injuries, or incidents that could result in liability, legal actions, or claims involving AGI and/or its customers as soon as you become aware of them, using verbal communication to contact AGI.

AGI requires its suppliers to guarantee that all equipment used while delivering services to AGI is of high quality, complies with both general and legally mandated maintenance standards, and consistently adheres to safety regulations and precautions.

Suppliers are required to adhere to particular requests, guidelines, and standards set by AGI or its customers regarding the overall conduct, management, storage, loading, unloading, and transportation of goods to and from AGI's or the customer's facilities. Nevertheless, suppliers are not obligated to adhere to specific requests that conflict with traffic safety regulations or similar regulations in the jurisdictions where the transportation is to occur.



Health and Safety

Our suppliers are expected to uphold robust occupational health and safety standards by employing a suitable health and safety management approach tailored to their operations. This entails adhering to relevant occupational health and safety regulations, ensuring a safe and healthy workplace, which includes access to essentials like drinking water. The aim is to protect employees, third parties, and prevent accidents, injuries, and work-related illnesses. This encompasses routine workplace risk assessments and the deployment of effective hazard control and preventive measures, including the provision of appropriate Personal Protective Equipment (PPE). Employees should receive proper education and training in health and safety matters in a language they comprehend.

Environmental Impact

The supplier is required to adhere to all relevant environmental laws, regulations, and standards, while also establishing an efficient system for the detection and mitigation of potential environmental risks.

AGI also requires its suppliers to report relevant environmental and climate protection data upon request. We anticipate our suppliers to conscientiously integrate environmental and climate protection considerations into their own activities, including establishing and meeting climate protection targets.

Data Protection and Confidentiality

The supplier is required to conform to relevant data protection laws, encompassing the safeguarding of personal information, and must also adhere to specific regulations, such as GDPR. This particularly applies to the personal data of customers, consumers, employees, and shareholders. The supplier must ensure compliance with these requirements in all aspects of personal data management, including its collection, recording, hosting, processing, transmission, use, and deletion.

The information security standards that apply to suppliers who handle data on behalf AGI, both during and after their engagement, adhere to international norms, including the Code of Practice for Information Security Management. Suppliers are expected to consider the importance of safeguarding information's confidentiality, integrity, and availability. It is imperative that the level of information security and control maintained by suppliers always aligns with the sensitivity, value, and criticality of the information being processed throughout its lifecycle.

The supplier is required to protect and responsibly utilise confidential information. They must adhere to all contractual obligations related to data protection and information security, refraining from revealing non-public information.

As a supplier for AGI, it is essential that you uphold our brand's reputation by actively supporting it and being mindful of any communication, online or otherwise, that could potentially harm or disparage our brand.

Respect and Duty of Care

All suppliers must treat AGI employees with respect and in a spirit of good faith during their interactions. Suppliers are expected to handle entrusted property and equipment with due diligence, as if it were their own. When using property or materials bearing the AGI Group trademark or brand, suppliers should exercise extra caution, as their actions or activities may reflect on the reputation of AGI Group.



In Practise

AGI suppliers are expected to adhere to the Supplier Code of Conduct consistently. Furthermore, they are required to uphold these principles when selecting business associates and while carrying out their business operations and service provisions on behalf of AGI. The responsibilities outlined in the Supplier Code of Conduct extend from the obligations set forth in any agreements established between AGI and the supplier. AGI retains the authority to perform audits to confirm that its suppliers are in compliance with the standards specified in the Supplier Code of Conduct.

This Code of Conduct is not intended to be exhaustive and therefore will not cover every issue that may arise. If you are unsure regarding the correct course of action in a particular situation, it may be useful to apply the test of the 'man on the street'; if you were to explain your course of action to someone with no context or knowledge of a particular situation, would they perceive your course of action in a negative or positive manner? If the answer is that it would reflect negatively on either you, or AGI, then you should avoid that course of action.

Reporting Violations

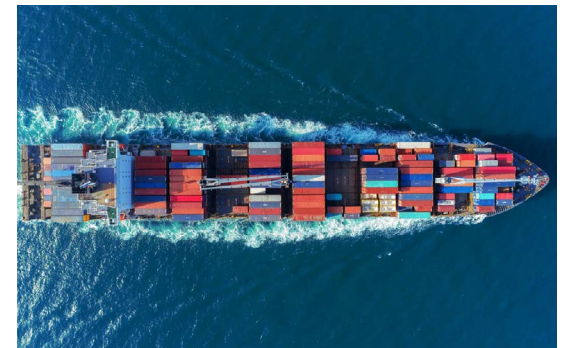
You are urged to remain attentive and vigilant in circumstances that may lead to misconduct. Any violations of this Supplier Code of Conduct or relevant laws and regulations should be promptly reported to your designated AGI contact.

Possible Sanctions

Non-adherence to the Supplier Code of Conduct is treated with utmost seriousness, and the supplier is required to proactively address and rectify any breaches while implementing preventive measures to avert their recurrence. In instances of severe or repeated breaches, AGI retains the right to terminate the business relationship with the supplier immediately and without incurring any liability.

Continuous Improvement

Suppliers are encouraged to take the initiative in presenting innovative ideas to AGI Group that can lead to advancements in social, economic, or environmental aspects. AGI highly appreciates the free flow of fresh concepts and is eager to jointly explore new opportunities with its suppliers.





AGI Global Logistics Ltd,
Windmill House, Henfield Road,
Westerleigh, Bristol, BS36 2FE

T: 0330 004 1020
W: www.agi.global
E: hello@agi.global

