



Riteway Code of Conduct and Ethical Business Principles

Introduction

TPG is a global company providing Mail, Express and Logistics services. The company upholds principles and behaviours that govern our world-wide activities and stakeholder relationships.

TPG cares about its stakeholders who include employees, customers, shareholders and suppliers as well as the communities in which the company conducts its operations. The priority of TPG is to add value for its shareholders.

TPG considers that its employees are the most important resources of the organisation and aims to equip them with all the professional skills needed to meet shareholder value improvement objectives.

Riteway Transport Pty Limited ("Riteway"), as part of the TPG group of companies, has in place a Code of Conduct and Ethical Business Principles which is set out below.

As an employee of Riteway you must take full responsibility for your behaviour. The purpose of this Code is to set out standards of behaviour and provide guidance in ethical conduct for all employees of Riteway.

Code of Conduct and Ethical Business Principles

Business Integrity

Riteway conducts its business with honesty, integrity and respect for the interests of its stakeholders. Riteway does not give or receive bribes in order to obtain or provide business, services or financial advantage.

You must immediately reject any demand for or offer of a bribe. You must always treat customers, suppliers, competitors and fellow employees with honesty and integrity.

Obeying the Law

Riteway strives to be a good corporate citizen and this involves complying with laws and regulations of Australia and each state and territory in which the company operates.

You must always comply with laws and regulations that govern competition, the environment, the workplace and any other aspect of Riteway's operations.

Conflicts of Interest

Riteway expects its employees to avoid any personal, financial or other conflicts of interest that could compromise the performance of their duties.

You must disclose any actual or potential conflict of interest to your manager or Director.

Competition

Riteway believes that vigorous and fair competition should exist in all markets where it conducts business. Riteway supports the liberalisation of markets and the application of appropriate competition laws.

You must always comply with trade practices laws and the fair trading laws of the states in which you work.

Public and Political Activities

Riteway neither supports political parties nor contributes to the funds of groups whose activities promote political interests.

You must not offer or make donations or services in kind on behalf of Riteway to any political party or public interest group.

Customer Service

Riteway expects all its employees to work towards achieving the vision of the company in a way that will encourage stakeholder confidence in the integrity of Riteway.

You must strive to provide high levels of service to customers of Riteway, act fairly and consistently towards customers and fellow employees, protect information provided to Riteway and ensure that the resources of Riteway are used only for the benefit of the company.

Personal Conduct

Riteway does not discriminate on the basis of sex, marital status, race, religion, age, and sexual preference or on any other grounds of discrimination prohibited by law. Riteway strives to maintain a workplace that is free from all forms of harassment and discrimination.

You must not use obscenities, offensive language or display offensive material in Riteway workplaces, vehicles or customer premises.

You must not harass or discriminate against any fellow employee, customer, supplier or member of the public in the course of your employment.

You must not bully, intimidate or physically handle others while on duty.

Safety in the Workplace

Riteway strives to provide a safe and healthy work environment for all employees.

You must, at all times, operate in a safe way at work so that you do not expose yourself or others to risk or injury.

You must follow all site safety rules and regulations that govern the workplace.

Limitations of Authority

Riteway has established levels of authority for its employees.

You must not act beyond your level of financial, managerial or decision-making authority.

Professional Competency

Riteway provides training and development for its employees to maximise their own potential and individual contributions to the business. Riteway is committed to the Investors in People standard which is a world-class people management system that delivers proven performance improvements in business results.

You are responsible for maintaining your professional competency and development by attending all learning events assigned to you.

Drugs and Alcohol

Riteway operates in public areas which are shared with members of the community, eg. roads. Riteway requires all its employees to avoid impairment associated with alcohol or drugs.

You must not perform your job, remain at work or undertake any work-related activity if you are impaired by alcohol or drugs. If you are taking prescribed medication, which is likely to affect the health or safety of others, or you have any doubts about your ability to do the work, you must discuss this with your doctor and manager.

Fraud

Riteway does not condone fraudulent activity. Fraud is a deliberate deception and made with the intention of gaining an unjustified or illegal benefit or other dishonest advantage. The fraudulent person or organisation responsible for deception is not entitled to the gain and a fraud is perpetrated to the detriment of another party or parties.

You must not engage in any fraudulent activity as it is illegal, undermines business principles and destroys trust.

Failure to Comply

If you fail to comply with the Riteway Code of Conduct and Ethical Business Principles, you will be asked to explain your reasons and actions. Riteway may enforce the Code through its disciplinary policy.