



# Supplier Code of Conduct



This Supplier Code of Conduct sets out Applegreen's fundamental minimum expectations from its suppliers as to how they conduct their business and applies to all suppliers of goods and services to any Applegreen business worldwide ("Suppliers").

Any violation of this Code of Conduct by a Supplier may jeopardise the Supplier's relationship with Applegreen, resulting in possible termination of the relationship and/or other appropriate actions based on the nature of the violation.

## **1. Compliance with Laws**

a) Suppliers must ensure at all times that they conduct business in compliance with all applicable laws, rules, regulations, binding guidance, and binding codes of conduct in the jurisdictions and industries in which they operate.

b) Suppliers must maintain accurate and appropriate financial books, accounts and business records in accordance with all applicable laws, rules, regulations and accepted accounting practices.

## **2. Competition**

a) Suppliers must comply with all applicable competition and antitrust laws, and those prohibiting restraints of trade, unfair trade practices and/or abuses of economic power.

b) Suppliers must not try to gain improper advantage or preferential treatment in their relationships with our employees.

## **3. Gifts and Entertainment**

Suppliers must not use gifts and entertainment in such a way as to gain improper advantage or preferential treatment.

## **4. Anti-Bribery and Anti-Corruption**

Suppliers must not tolerate, permit, or engage in bribery, corruption, or unethical practices whether in dealings with public officials or individuals in the private sector, including Applegreen employees.

## **5. Privacy and Information Security**

a) Suppliers must comply with all applicable laws, rules, regulations, binding guidance, and binding codes of conduct in the jurisdictions and industries in which they operate relating to privacy and information security, and must use information obtained through their relationship with us only as strictly necessary for the purposes of that relationship.

b) Suppliers must notify us promptly of any actual or suspected breach of privacy or security, or any actual or suspected loss of our information.

c) Suppliers must keep all confidential information of or relating to Applegreen strictly confidential.

## **6. Health and Safety**

Suppliers must provide workers with a safe and healthy work environment and must take proactive measures to prevent workplace accidents and hazards.

## **7. Environmental Sustainability**

Applegreen expects Suppliers to work with us to promote environmental sustainability. Suppliers are expected to assist us in reducing our carbon footprint, conduct business in an environmentally responsible way, and offer sustainably sourced products and services.

## **8. Respect and Diversity**

a) Suppliers must operate with professionalism, and ensure respect for the dignity of its employees and every person with whom they interact.

b) Suppliers must respect diversity, including respect for differences in gender, race, colour, age, disability, sexual orientation, civil status, family status, nationality, ethnic origin and religion.

c) Suppliers must not engage in or tolerate harassment, discrimination, violence, retaliation or other inappropriate behaviour.

## 9. Labour and Human Rights

- a) Suppliers must comply with all applicable employment, labour, non-discrimination and human rights legislation.
- b) All labour must be voluntary. Suppliers must not engage in or tolerate any slave, child, underage, forced, bonded, or indentured labour. Suppliers must not engage in or support the trafficking of human beings. Suppliers must comply with all applicable laws and implement adequate policies and procedures relating to modern slavery and human trafficking.

## 10. Labour Hours

Suppliers must provide their employees and other workers with rest days and must ensure that working hours are compliant with all applicable laws and are not excessive.

## 11. Hiring and Employment Practices

Suppliers must ensure that their hiring practices accurately verify the age and legal right to work of their employees and other workers, before commencing employment.

## 12. Conflicts of Interest

Suppliers must always avoid situations that may give rise to a conflict of interests in its dealings with Applegreen and Applegreen employees.

## 13. Subcontractors

The Supplier shall inform its permitted subcontractors of the provisions of this Code of Conduct and shall require them to comply with it and meet the requirements and standards set forth herein.

## 14. Record Keeping

- a) Suppliers must maintain adequate internal records that demonstrate compliance with this Code of Conduct and their agreement(s) with Applegreen.
- b) Suppliers must not destroy any records that may be relevant to any pending or threatened legal or regulatory proceedings.

## 15. Code Compliance and Monitoring

- a) Applegreen expects Suppliers to comply with this Code of Conduct and to establish appropriate management processes to ensure such compliance. Suppliers must cooperate with and participate in any reasonable assessments conducted by Applegreen to verify Supplier compliance.
- b) In addition, Applegreen must be given reasonable opportunities to monitor and audit a Supplier's control environment if requested.
- c) Suppliers must maintain their own policies and procedures that are designed to ensure compliance with this Code of Conduct.
- d) Violations of this Code of Conduct may result in the termination of a Supplier's relationship with Applegreen.

## 16. Report suspected violations of this Code of Conduct

Suspected violations of this Code of Conduct may be reported to Applegreen's speak-up contact at:

**Email:** [speakup@applegreen.com](mailto:speakup@applegreen.com)

**Phone:** 1800 151 312 (ROI)

**Phone:** 0800 368 8363 (UK)

Any report will be treated as confidential unless you agree otherwise.