


SUPPLIERS CODE OF CONDUCT

	Document Title: Supplier Code of Conduct		Owner Global HR, Legal & Compliance Director
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1. Overview

We, leaders and team members across the APG eCommerce Solutions organization, are individually and collectively responsible and accountable for preserving a culture of integrity and safeguarding the company’s reputation by maintaining APG eCommerce Solutions financial, legal and service integrity.

We fulfill this goal by upholding our core values and behaviours in dealing with our key stakeholder groups: our employees, our customers, our business partners and suppliers, our shareholders, and the community at large.

2. Scope of application

APG’s supplier Code of Conduct is applicable to all APG suppliers and stakeholders. All suppliers must comply with this Code of Conduct and comply with all applicable laws and regulations in the countries and territories in which they operate.

All suppliers are responsible for distribution, education and ensuring compliance of this Code of Conduct and all relevant laws and regulations with their own business partners and upstream value chains.

This Code of Conduct is reinforced by the APG’s policies including the Anti-corruption and Bribery Policies, the Environmental Policy, the Equal opportunities and Whistle-blower Policies.

3. Specific commitments

I. Environmental commitments

Building a sustainable future has been at the heart of our business and is embedded as a priority in everything we do. At APG, we want to streamline how we operate, as well as lead the way in supporting our customers own sustainability journeys. This is why we are committed to reaching APG’s Net Zero targets by 2050.

We commit to supporting the global community, Environmental leadership and sustainability oriented innovation as shown within our Sustainability strategy and commitment to the SBTi’s.

To ensure we can work towards our SBTi’s, we expect our suppliers to:

- Embed environmental management principles within business operations
- Strive to continuously improve environmental and resource management
- Support APG's targets for waste and reducing emissions
- Measure, monitor and report on environmental data in accordance with local and national laws and regulations

II. Social commitments

1. Equal employment opportunities

APG eCommerce Solutions recruits on the basis of merit, regardless of nationality, color, ethnicity, religion, gender, marital status, personal circumstances, disability or health, provided the health condition or disability is not an obvious material hindrance to work performance. This extends beyond APG's internal workforce, across its global network.

2. Safe, secure and healthy working conditions

APG eCommerce Solutions is committed to providing safe and healthy working conditions for our workers, customers, contractors, visitors and suppliers.

We expect our suppliers to:

- Comply with health and safety laws, regulations, standards and appropriate codes of practice in the country where workers are engaged
- Take reasonable steps to prevent accidents and injury in the working environment
- Provide a safe and hygienic environment. This includes access to clean toilet facilities and clean and drinkable water.
- Provide all necessary supervision, training, instruction, equipment, resourcing and information to all workers

3. Respect for Universal Human and Labor rights

We expect our suppliers to:

- Ensure any labour provided by workers is freely chosen
- Ensure only workers with a legal right to work shall be engaged
- Ensure workers are not required to lodge money deposits or identity papers unless required by law. Where provisions of documents are required to confirm the worker's identity, they must be returned immediately after confirmation is completed; and:
- Allow workers to cease providing their labour and services after providing reasonable notice

III. Governance commitments

1. Procurement and selection of suppliers

All suppliers will be treated fairly. Procurement and selection criteria for

suppliers shall be based on merit, fairness, efficiency and transparency, and shall be in line with company policies.

APG eCommerce Solutions welcomes dealing with suppliers on a Tender process as long as it is in the best interest of the company and does not conflict with the quality and value provided. Selection of suppliers and supplier terms will increasingly be influenced by APG eCommerce Solutions's sustainability policies, which take into account not only traditional aspects of quality and value, but also the emerging and increasingly important aspects of quality and value that include environmental and social impacts, risks and opportunities.

2. Protecting partners' confidential information

All APG eCommerce Solutions employees shall protect all confidential information concerning its business partners and agents, including but not limited to customer, pricing and service information. Likewise, APG eCommerce Solutions expects its business partners and agents to take all necessary procedures and precautions to protect APG eCommerce Solutions's confidential information.

3. Compliance with all laws and regulations

The reputation of APG eCommerce Solutions is affected and influenced by the reputation of and public trust in its agents and business partners worldwide. APG eCommerce Solutions expects its Suppliers, their employees and sub-contractors to comply with local laws and regulations, international industry -wide relevant regulations, and international regulations on human rights, labor laws and environmental regulations. Where local law is less stringent than the APG eCommerce Solutions Code of Conduct, the latter must be followed, unless to do so would be a violation of the local law.

4. Politically Exposed Persons

APG reserves the right to terminate all or any part of the Agreement, if the Provider fails to inform APG at the time of signing the agreement of the appointment of a Politically Exposed Person (PEP). This extends to if the Provider's Owner(s) or any Employee of the Provider has PEP status, has immediate family member of a PEP or is a close associate of a PEP (for example, in a close business relationship with a PEP). In the event the Provider fails to meet any of the above criteria APG reserve the right to terminate with immediate effect and the Provider will indemnify APG against any penalties, financial losses or otherwise imposed by failure to inform/notify.

4. Implementation and advocating

APG will deliver this Code of Conduct to all employees involved in the supplier contracting process via the HRIS. Any change, modification or addition will be communicated through this portal.

The Code of Conduct will be updated where required and reviewed on an annual basis. Upon updating, this code of conduct will be accessible via www.apgecommerce.com. APG Suppliers are responsible for remaining up to date with changes to this policy.

5. Governance

APG's internal stakeholders are responsible for monitoring the effectiveness of this Code of Conduct and reviewing the implementation of it on a regular basis. We are committed to maintaining an environment where our suppliers, their employees or sub-contractors can raise concerns about any actual or suspected breach of this code.

Suppliers, their employees and sub-contractors can raise concerns with:

- Their APG point of contact

If a Supplier, their employee or sub-contractors (or family relations of individuals within these groups) does not feel comfortable doing this, they can report actual or suspected breaches through our formal Whistleblowing email address

Whistleblowing@apgecommerce.com.

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