



SUPPLIER CODE OF CONDUCT

Introduction

Singapore Post Limited and its subsidiaries (collectively, "**SingPost Group**") are committed to conducting business with the highest standards of integrity and ethics.

This Code sets out the standards of conduct which the SingPost Group expects of all its suppliers providing goods and services to the SingPost Group. It also applies to all employees, group entities, subcontractors and others who act on the suppliers' behalf (collectively "**Third Parties**").

In addition to ensuring that suppliers themselves comply with this Code, suppliers are responsible for ensuring that all Third Parties also comply with this Code. Accordingly, suppliers are expected to communicate this Code to all Third Parties in an effective manner, and to work with all Third Parties in ensuring compliance with this Code.

The supplier's compliance with this Code will be assessed by the SingPost Group and considered in the selection criteria for the purchase of any goods and services.

For the avoidance of doubt, this Code does not create any binding obligations on the SingPost Group (or any entity within the SingPost Group). We reserve the right to modify the requirements of this Code in line with our global compliance programme and we expect our suppliers to accept all such changes. In addition, this Code does not represent a complete set of the suppliers' obligations and requirements in relation to the SingPost Group. All suppliers are requested to review their specific agreements (e.g. purchase orders, terms and conditions, etc.) with the SingPost Group (or any entity within the SingPost Group) for any additional obligation and requirement.

1. Laws and Regulations

Suppliers must fully comply with the laws and regulations of the countries where their respective businesses and operations are carried out and where the goods and services are delivered. These include, but are not limited to labour and employment laws. Suppliers must ensure that their businesses are conducted in accordance with the applicable laws and regulations, suppliers' financial and business records are correctly and accurately maintained and that fair competition is being practised.

2. Ethical Standards

Suppliers shall ensure that their respective businesses are carried out with honesty and transparency.

Suppliers are strictly prohibited from engaging in any form of improper behaviour, including but not limited to fraud, cheating, corruption, bribery, extortion and embezzlement.

The SingPost Group does not tolerate any form of and no supplier shall engage in any form of corruption or bribery, including any payment or other form of benefits conferred on any government official for the purpose of improperly influencing decision making.

Suppliers shall never directly or through intermediaries, give, promise or offer any gratification as an inducement or reward to any of the SingPost Group's directors, officers, employees or representatives (or their respective family members) to secure contracts or business transactions or any unfair business advantage.

Any actual or potential conflict of interests between a supplier and the SingPost Group must be disclosed to the SingPost Group as and when such conflicts arise or are anticipated to arise. If any supplier has any doubt as to whether a conflict of interest has arisen or may arise, the supplier must nevertheless disclose the necessary facts to the SingPost Group.

3. Health and Safety

Suppliers must provide a safe and healthful workplace that is conducive to the physical well-being of their workers and employees. The workplace should, among other things, be free of pollution, toxic material and waste and have adequate safety and accident preventive measures.

Suppliers shall also ensure that its workers and employees are physically fit for work and not under the influence of alcohol, prohibited drugs, or other incapacitating substances when providing goods or services to the SingPost Group.

4. Environment

Suppliers are expected to establish environmentally-friendly and sustainable initiatives which are relevant to their respective business and operations. For example, suppliers may undertake recycling efforts and carry out research and development to assess how the impact of their operations on the environment may be minimised. Suppliers must also avoid the use of hazardous materials or engage in practices which cause pollution.

5. Human Rights, Discrimination and Labour Standards

The SingPost Group is committed to treating all people with dignity and respect, and expects its suppliers to do likewise.

Suppliers must create and maintain a meritocratic working environment that provides equal opportunity for all of their employees. Suppliers must not apply discriminatory methods when considering anyone for employment. For example, suppliers shall not exclude any candidate from being considered to be employed on grounds of race, language, religion, age, gender, sexual orientation, marital status, political convictions, pregnancy or disability.

Suppliers shall respect the personal dignity, privacy and rights of each individual. No supplier shall employ or make anyone work against his or her will. Suppliers are also required to comply with principles of non-discrimination with respect to their own selection of suppliers and treatment of their own employees.

Employment terms must meet the minimum requirements and standards under the applicable laws and regulations, including where applicable or relevant, the payment of provident fund contributions, minimum wages and overtime pay and disbursement of other mandatory benefits. Employees must work reasonable hours and be given proper rest days in accordance with the nature of their work.

Suppliers shall ensure that no child or forced labour forms part of their respective businesses and operations.

6. Business Continuity Planning

Suppliers shall have implemented robust plans to mitigate the effects of any business disruptions (e.g., natural disasters, terrorism, strikes, computer viruses, infectious diseases, etc.), in particular plans to ensure that their employees' well-being and the environment are protected from the negative effects relating to or arising from such business disruptions.

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