

# CONFLICTS OF INTEREST POLICY

## 1. Overview

Team Global Express (TGE) is committed to ensuring that our business dealings are conducted legally, ethically and responsibly.

The purpose of this Policy is to outline TGE's position on, and the requirements in respect of, the giving and receiving of gifts, hospitality and entertainment.

For the purposes of this Policy, TGE means Team Global Express, comprising Australian Parcels Group Pty Ltd, NZ Logistics Holdings Limited and each of their subsidiaries.

## 2. Application

This Policy applies to directors, employees, labour hire workers, agents, consultants and contractors working for, or on behalf of, TGE (**TGE personnel**).

## 3. Principles

Consistent with our commitment to ensuring that our business dealings are conducted legally, ethically and responsibly, you must avoid conflicts of interest or, where this is not possible, declare and actively manage conflicts of interest.

To remove the potential for TGE personnel to influence, or be perceived to influence, their decisions on behalf of TGE, where a conflict of interest exists, you must:

- positively declare any actual, potential or perceived conflict of interest at the earliest opportunity as outlined in Section 5 of this Policy;
- avoid making, influencing or participating in TGE business decisions that provide a personal benefit to you or someone you have a close personal relationship with; and
- unless determined otherwise, excuse yourself from any further involvement in, or decision making in relation to, the situation that gives rise to the conflict of interest.

## 4. Identifying Conflicts of Interest

A conflict of interest may arise where interests are divided, or could be perceived to be divided, between two or more parties.

This can occur when your personal relationships or interests influence, or could be perceived to influence, the decisions you make on behalf of TGE.

A conflict of interest can also arise where someone with a close personal relationship to you, including a spouse, domestic partner, child or dependant, could potentially gain from, or receive more favourable treatment under, a decision you make on behalf of TGE.

You must consider whether your personal interests could compromise or be perceived to influence your TGE business decisions.

Conflicts of interest can be:

- **actual** - a conflict exists between your duties and responsibilities at TGE and your personal interests;
- **potential** – your personal interests could conflict with your duties and responsibilities at TGE,

including in the future;

- **perceived** – it could be perceived that your personal interests could improperly influence your duties and responsibilities at TGE.

If you are unsure as to whether a personal interest gives rise to a conflict of interest at TGE, you should speak to your manager or consult the Legal team.

## 5. Declarations of Conflicts of Interest

TGE understands that there may be situations that give rise to actual, potential or perceived conflicts of interest. Where an actual, potential or perceived conflict of interest exists, you must promptly declare it to your manager and complete the conflicts of interest declaration form at

<https://teamglobalexpress.stoplilereport.com>

Declaration forms and proposed management plans will be assessed by the Legal team. In the case of recruitment or People-related processes or circumstances, these must also be addressed to the People Team.

## 6. Breach of this Policy

All TGE personnel are responsible for understanding and complying with this Policy.

Any suspected breach of this Policy will be reviewed and appropriate disciplinary and remedial action taken in respect of confirmed breaches. A breach of this Policy may be regarded as misconduct and may lead to disciplinary action up to and including termination of employment or engagement.

## 7. Review of this Policy

This Policy will be reviewed periodically, at intervals of at least two years to ensure that it is operating effectively and remains consistent with TGE's objectives.

## 8. Further Information

For further information contact your Legal Team representative. This document can be found on the Group Policy intranet page.

## 9. How to contact us

Attention: Company Secretary

Team Global Express

Level 15, 380 St Kilda Road

Melbourne VIC 3004 Australia

Telephone: 13 15 31 (Australia)

0800 865 569 (New Zealand)

Email: [cosec@teamglobalexp.com](mailto:cosec@teamglobalexp.com)