

CONFLICT OF INTEREST STANDARD

1. Purpose

Team Global Express (**TGE**) is committed to ensuring that our business dealings are conducted legally, ethically and responsibly and that conflicts of interest are appropriately managed.

The purpose of this Standard is to outline TGE's position on identifying, declaring and managing conflicts of interest.

2. Scope

This Standard applies to directors, employees, labour hire workers, agents, consultants and contractors working for, or on behalf of, Team Global Express Pty Ltd and its related bodies corporate (**TGE personnel**).

3. Requirements

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 3.2 of this Standard;
- 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.

3.1 Identifying Conflicts of Interests

A conflict of interest can arise when your interests or activities affect, or have the appearance of affecting, the decisions 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.



Examples of conflict of interests include (but are not limited to):

- pursuing, awarding or maintaining TGE business opportunities for personal gain or the benefit of close relatives or friends;
- holding outside jobs or affiliations, including directorships;
- holding an interest in a business that supplies goods or services to TGE; or
- being in a close personal relationship with someone in your reporting line, including a close relative, or a romantic or intimate relationship.

You should never:

- appoint or award business to any party that you are personally or financially associated with;
- hire, promote or directly supervise a close relative, or use businesses of close relatives unless this has been specifically authorised in accordance with this Standard;
- misuse TGE resources (including information) or your position of influence at TGE to promote or assist an external activity or party;
- accept gifts, hospitality, entertainment or other favours or benefits from anyone you are evaluating in a bid or tender with 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.

3.2 Declaration 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.stoplinereport.com>.

Where a manager is aware that one of their team members has an actual, potential or perceived conflict of interest, the manager is responsible for ensuring that the conflict of interest has been declared and is appropriately managed in accordance with this Standard.

In the case of actual conflicts of interests that are to be declared, an employee must develop in conjunction with their manager a conflicts of interest management plan (**Management Plan**) for Legal's approval. The Management Plan must set out how the employee is to manage the actual conflict of interest. The employee is also responsible for ensuring that they comply with the Management Plan at all times. A template Management Plan is set out in **Appendix 1**. The Management Plan must be uploaded at the same time as submitting the conflict of interest declaration form via the link above.

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.



4. Breaches of this Standard

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

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

5. Review of this Standard

This Standard 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.

This Standard is available on TGE's website.

6. Related Documents

- Code of Conduct
- Fraud, Anti-bribery and Corruption Policy
- Gifts, Hospitality and Entertainment Standard

Approver	Group Chief Executive Officer
Approval Date	December 2024
Policy Owner	Chief Legal Officer
Function	Legal
Version	2.0
Next Scheduled Review	December 2026



APPENDIX 1 – MANAGEMENT PLAN

Employee details	
Name	
Position	
Location	
Email	
Manager details	
Name	
Position	
Location	
Email	
Conflict of Interest details	
Date that the conflict of interest was first notified to the Manager	
Description of conflict of interest	
Management plan	
Details of management plan to be implemented.	<p>Please include a description of all mitigation strategies to minimise the impact of the conflict of interest.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Employee will be excused from meetings where the conflicted matter is being discussed. - Employee will not be involved in decisions relating to the conflicted matter. Where the employee holds a delegation of authority in relation to that matter, please detail who will exercise that authority instead. - Information protocols will be put in place so that the employee cannot access information relating to the conflicted matter.
How often will this management plan be reviewed?	<input type="checkbox"/> Every ___ months <input type="checkbox"/> Not applicable as conflict is of short duration. <input type="checkbox"/> Other: _____

Employee

Signed: _____

Name: _____

Date: _____

Manager

Signed: _____

Name: _____

Date: _____

Submit the completed form when making the conflict of interest declaration at <https://teamglobalexpress.stoplilereport.com>.