

ANTI-BRIBERY & CORRUPTION POLICY

This policy applies to all directors, officers, employees, contractors and visitors and serves as a guide on how we interact with our key stakeholders to ensure compliance with relevant laws and always operate to the highest ethical standards.

The primary objective of this policy is to maintain our commitment to building sustainable and valuable relationships with our customers, employees, shareholders, governments, investees and the community and maintaining a safe and professional workplace by behaving with honesty and integrity and by promoting ethical and responsible decision making by all directors, offices, employees and third parties.

The key features of the **Anti-Bribery & Corruption Policy** are:

1. We believe that bribery or corrupt acts could significantly impact on the confidence of our stakeholders and significantly damage our reputation. As a result, Autocare Services has a **zero tolerance to bribery and corruption** and will thoroughly investigate and apply the full force of the law where sufficient evidence is obtained to report improper and unlawful actions to the appropriate authorities.
2. We are committed to ensuring that employees and management are aware of and implement their responsibilities for creating anti-bribery and corruption awareness across their teams and associated third parties, by building an organisational culture that supports employees to report conduct they suspect may be related to bribery or corruption.
3. **What is bribery?** A bribe is anything of value that is offered, promised, given or received to improperly influence a decision or to gain an improper or unfair advantage in promoting, enhancing, obtaining or retaining business. Bribery may not always be in the form of cash payments and may take many other forms, including but not limited to:
 - a) Gifts, travel, entertainment and hospitality;
 - b) Political contributions and charitable donations or sponsorships;
 - c) Procurement and service contracts; and
 - d) Excessive discounts or rebates.
4. **What is corruption?** Corrupt conduct is the misuse of power, position or funds by a person or persons trying to improperly influence a decision for their own benefit or for the benefit of the organisation which they represent. It can happen through improper or unlawful acts including bribes, double-dealing and fraud.
5. The giving and receiving of gifts, entertainment etc. must only occur if they are proportionate and reasonable for the circumstances, for legitimate purposes only and not intended to unduly influence the recipient. They must also be promptly declared to your manager for recordkeeping and internal auditing purposes.
6. Actual or suspected breaches of this policy must be promptly reported to your supervisor, manager, HR representative, Autocare's internal legal team or the Company's reporting hotline, **Stopline**.
7. Breaches of the Anti-Bribery & Corruption Policy will be investigated and if substantiated may result in disciplinary action up to and including termination of employment and criminal charges.



John Murray | Executive General Manager – Autocare Services