

InPost Group

Supplier Standards

of Conduct

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INTRODUCTION

Partnerships based on responsible sourcing allow us to conduct our business in innovative and reliable way, help us proactively listen to our customers’ needs and provide them with ever better services, while never reducing speed to achieve our goals.

Our Supplier Standards of Conduct (“SSoC”) were created to reinforce our commitment of working together with our Suppliers[[1]](#footnote-1) towards a long-term, sustainable and successful future for all involved parties. They are instrumental in ensuring we deliver our business objectives while making a positive social influence and reducing our environmental impact and help us meet our ESG ambitions.

We expect our Suppliers to maintain the highest ethical standards, comply fully with local laws and international conventions, in particular anti-corruption laws, and avoid even the perception of impropriety or conflict of interest.

Conforming to our Supplier Standards of Conduct is required to maintain your status as our Supplier. You must abide to its terms and agree to monitor and audit your compliance. You are also responsible for ensuring that all your employees and any subcontractors, agents or other third parties that you engage in delivering your goods or services to InPost S.A. or its subsidiaries[[2]](#footnote-2) (“InPost”), will act consistently with these standards.

# Our standards

This section describes standards our Suppliers must achieve to establish and maintain a business relationship with InPost. **Annex 1** contains more precise rules, that will help to assess and monitor your compliance.

## Compliance and Integrity

1. ****Compliance with Laws****

Our Suppliers must comply with all laws and regulations in the countries in which they operate, and all other applicable international laws and regulations relating to health and safety, labour, international trade, sanctions, bribery and corruption, money laundering, anti- trust/competition, data protection and environment.

Special consideration shall be given to the principles of the Universal Declaration of Human Rights, Ten Principles of the UN Global Compact and ILO International Labour Standards.

1. Corruption

Our Suppliers are prohibited to use any and all forms of bribery, corruption, extortion or embezzlement and have implemented adequate procedures to prevent bribery in all commercial dealings undertaken by them.

1. Conflicts of Interest

Our Suppliers must be free from any conflicts of interest. A conflict of interest includes any circumstances that could cast doubt on your ability to act with total objectivity with regard to InPost’s interests. Conflict of interest situations may arise in many ways, as an example may be triggered by ownership or beneficial interest, family or close relations, or a membership in the same associations or parties. If you feel that you have an actual or potential conflict with InPost or any of its employees, you must disclose such conflict to InPost prior to engagement in any business relation with us.

1. Gifts and Hospitality

Any business entertaining or hospitality with InPost and our representatives is kept reasonable in nature, entirely for the purpose of maintaining good business relations and is not intended to influence our decisions about how we procure goods or services in any way. As our Supplier you will not offer, promise or provide to any of InPost’s representatives a kickback, favour, gratuity, entertainment or anything of value to obtain favourable treatment from us. Our representatives are similarly prohibited from soliciting such favours from you. This restriction extends to any family members and relatives of both you and InPost’s representatives.

1. Confidential and Competitor Information

All competitor information is obtained and used legitimately and in compliance with all applicable laws and regulations. As our Supplier you must not fix prices, rig bids, allocate customers or markets or exchange current, recent or future pricing information with your competitors. Also, no attempt can be made to disclose to InPost any information about its competitors. Likewise, InPost’s confidential information must not be shared with any third party.

1. Financial Records, Money Laundering and Insider Trading

All business and commercial dealings are transparently performed and accurately recorded in our Supplier’s books and records and there is no actual or attempted participation in money laundering.

As our Supplier you must ensure that no confidential information regarding InPost obtained during bidding process or co-operation is used to either engage in or support insider trading.

InPost S.A. is a company listed on the Euronext Amsterdam stock exchange and thus subject to the provisions of the Regulation (EU) No 596/2014 of the European Parliament and of the Council of 16 April 2014 on market abuse (market abuse regulation), commonly referred to as “MAR”. Therefore, there may be situations where cooperation with a Supplier involves Inside Information within the meaning of MAR. In such cases, Supplier’s representatives may be put on InPost’s Insider List. We refer you to our Insider Trading Policy available on our website inpost.eu for further information.

## People

1. Human Rights

Our Suppliers will respect human rights in dealing with all their stakeholders – employees, clients, suppliers, shareholders, and communities. Our Suppliers will support the principles of the Universal Declaration of Human Rights.

1. Child, forced or compulsory labour

Under no circumstances will our Suppliers employ individuals under the age of 15 or under the local legal minimum age for work or mandatory schooling, whichever is higher. Workers under the age of 18 shall not perform work that is likely to jeopardize the health or safety of young workers, or is mentally or physically dangerous, or depriving them of the opportunity to attend school.

Our Suppliers must not use forced labour, whether in the form of compulsory or trafficked labour, indentured labour, bonded labour or other forms. Our Suppliers will ensure that the workers will not be charged, including by recruiting agencies, with recruitment fees, deposits, or related costs to obtain or retain work or freely end their employment. Mental and physical coercion, slavery and human trafficking are prohibited. Our suppliers will take measures to ensure the protection and equal treatment of migrant workers and that no risk of exploitation against them occurs.

1. Employment and work conditions

All our Suppliers’ workers, both permanent and casual, whether under a contract of employment or any other contract are provided with understandable employment documents that are freely agreed, and which respect their legal and contractual rights.

Our Suppliers guarantee that workers receive adequate compensation for their work. As our Supplier you must comply with local regulations on minimum salary and social security of the country where the workers are employed.

Our Suppliers ensure that workers are not required to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. All overtime work done by workers is on a voluntary basis and is remunerated or otherwise compensated according to local laws. Where applicable, our Suppliers should give consideration to promoting work-life balance, training, and personal development of employees.

Our Suppliers will provide a healthy and safe working environment, preventing accidents or injury arising out of, linked with or occurring in the course of work. This includes making sure that adequate facilities, self-protecting uniforms or materials, training, and access to safety information are provided.

Our Suppliers ensure that workers are treated with respect and dignity. No worker can be subject to any physical, sexual, psychological or verbal harassment, abuse or other form of intimidation. There must not be any discrimination in employment, including hiring, compensation, advancement, discipline, termination, or retirement. Discrimination based on race, ethnicity, age, role, gender, gender identity, colour, religion, country of origin, sexual orientation, marital status, pregnancy, dependants, disability, social class, union membership or political views must be prevented and is prohibited. In particular, attention is paid to the rights of workers most vulnerable to discrimination.

Our Suppliers should give consideration to implementation of transparent, fair and confidential procedures that allow workers to report any difficulties arising as a part of their working relationship and ensuring non-retaliation.

Our Suppliers will respect the right of their employees to join workers organizations, trade unions and entering into collective bargaining.

## Environment & Sustainability

Our Suppliers’ operations, sourcing, manufacture, distribution of products and the supply of services

are conducted with the aim of protecting and preserving the environment.

We expect our Suppliers to help us achieve our environmental targets outlined in our ESG strategy that is available at our corporate web page <https://inpost.eu/sustainability/our-sustainability-strategy>.   
The strategy links to the United Nations Sustainable Goals (SDGs) to create a robust, comprehensive foundation on which to apply the best practices in sustainable business practices. Hence in every procurement transaction we will be looking for products and services that will allow us to use more recycled products, improve efficiency in use of scarce resources such as energy, water and finite raw materials, reducing waste and ensuring proper disposal, promote biodiversity, and minimizing other environmental impacts such as pollution or noise.

# Supplier acknowledgement process

All our Suppliers are required to formally acknowledge their compliance with the requirements set out in this document. This supplier acknowledgment is a contractual commitment made in an addition to any other contracts or terms and conditions between any InPost entity and the Supplier.

This acknowledgment shall be provided through the signature of the acknowledgment document attached as **Annex 2** by an authorized representative of the Supplier. This signed acknowledgment should be delivered to InPost’s Procurement contact prior to becoming our Supplier i.e., at the stage of bidding process or signing purchase order or contract with us.

# Compliance management requirements and raising concern

## Purchase Order obligatory

We expect our Supplier to comply with our Purchase Order obligatory policy, meaning that while ordering goods or services we issue Purchase Order and payment will only be made when reference to a valid Purchase Order number is mentioned.

Work should not be started or goods delivered without a Purchase Order or sourcing contract signed. Exceptions to this policy have to be agreed and approved with InPost management before entering into a business relationship.

## Security and confidentiality

Our Suppliers shall conduct their business in a secure manner with all reasonable measures for minimizing InPost’s exposure to security threats. While working in our premises Suppliers are requested to comply with our security and work safety rules.

Our Suppliers shall keep all information that is not publicly available received during a bidding/sourcing process or the work performance confidential and comply with our information security and data protection policies.

Should you become aware of any security, confidentiality, data leakage or health and safety concerns when working with InPost you will report them promptly by contacting our procurement team or using raising concern process.

## Supply chain monitoring

Our Suppliers must regard these standards as a total supply chain initiative. Our Suppliers shall ensure that at least their next tier suppliers, subcontractors, agents or other third parties that are engaged in delivering goods or services to InPost will act consistently with the standards.

## Request for information and right to audit

We may request our Suppliers to provide us with reasonable access to all relevant information or have a right to conduct an audit where concerns have been raised of non-compliance or where we wish to better understand your compliance. We expect you to support us in these exercises at no charge to InPost.

## Ceasing business

We reserve the right to cease business with the Supplier or suspend a bidding process if the Supplier cannot meet our Supplier Code of Conduct or a satisfactory agreement cannot be reached with the Supplier in areas of risk, or the Supplier fails to comply with our requests for information.

## Raising concern

As our Supplier, if you become concerned that we are not supporting our standards set out in this document, we encourage you to notify us of any known or suspected improper behaviour in your dealings with InPost or our employees, agents or contractors by reporting your concern to our Compliance Officer.

Also, as an employee, agent or contractor of our Supplier, if you become aware, that our Supplier is not acting in line with our standards, you may wish to notify our Compliance Officer: [**compliance@inpost.eu**](mailto:compliance@inpost.eu)

Please note that country specific rules may obligate you to report specific cases directly to public authorities or using your company’s raising concern channels.

Raising concern process is voluntary, confidential, and allows anonymity unless not permitted by a country’s local law. For details or country specific rules please contact our Compliance Officer using the address indicated above.

# Miscellaneous

If the laws of any country where InPost or its subsidiaries are present require a more stringent approach to supplier due diligence, an appendix hereto covering such country will be added and will be in force in such country.

InPost will take all necessary actions to clarify the situation with Suppliers located or registered in countries or areas in conflict where endemic human rights issues have been identified or controlled by legal of physical persons coming from these locations. Severe and systematic violation of endemic human rights or international conventions in a given country or region, as confirmed and prohibited by international organizations, specifically if subject to embargos or equivalent measures, will trigger exit procedures resulting in ceasing the business with such Suppliers.

# Annex 1

Conforming to our Supplier Standards of Conduct is required to maintain your status as our Supplier. You must abide to its terms and agree to monitor and audit your compliance.

Standards that are marked as ‘Basic’ have to be met at all times when doing business with InPost.

As ESG play important role in our development we will give preference to the Suppliers that go beyond basic requirements and help us meet our ESG strategic objectives.

|  |  |  |
| --- | --- | --- |
|  |  | Requirements that must be met at all times when doing business with InPost |
|  |  |
|  |  | Requirements that go beyond minimum compliance and define additional steps towards more sustainable practices |
|  |  |
|  |  | Requirements that fully support meeting InPost ESG  strategic goals. |
|  |  |

* 1. **Compliance and Integrity**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| **Compliance with laws** |  |  |  |
| **1.1.1** All applicable laws, regulations and permits related are complied with- specifically relating to health and safety, labour, international trade, sanctions, bribery and corruption, money laundering, anti- trust/competition, data protection and environment. |  |  |  |
| **Corruption & conflict of interest** |  |  |  |
| **1.1.2** All forms of bribery, corruption, extortion or embezzlement are forbidden. |  |  |  |
| **1.1.3** The highest standards of integrity are upheld in all business dealings. There are adequate anti-corruption procedures implemented to prevent bribery in any form. |  |  |  |
| **1.1.4** Conflict of interest are identified and reported. Conflict of interest situations may arise in many ways, as an example may be triggered by ownership or beneficial interest, family or close relations, or a membership in the same associations or parties. |  |  |  |
| **1.1.5** Any business entertaining or hospitality are kept reasonable in nature, entirely for the purpose of maintaining good business relations and is not intended to influence our decisions to be made during procurement process. |  |  |  |
| **1.1.6** Gift policy is implemented. There is a mechanism  in place obligating representatives entering into business dealings to report favours or anything of value given or received during business dealing and reporting attempts of soliciting of such favours. |  |  |  |
| **Confidential and competitor information** |  |  |  |
| **1.1.7** Business dealings are transparent. All competitor information is obtained and used legitimately and in compliance with all applicable laws and regulations. |  |  |  |
| **1.1.8** Fixing prices, rig bids, allocation of customers or markets or exchanging current, recent or future pricing information with your competitors is forbidden. |  |  |  |
| **1.1.9** Confidential information is not disclosed to third parties and used only for legitimate business purposes. |  |  |  |
| **1.1.10** Personal data is safeguarded. |  |  |  |
| **1.1.11** Intellectual property rights are respected; transfer of technology and know-how is done in the manner that protects intellectual property rights. |  |  |  |
| **Money laundering** |  |  |  |
| **1.1.12** There are mechanism implemented to prevent money laundering. |  |  |  |
| **Insider trading** |  |  |  |
| **1.1.13** No confidential information regarding InPost obtained during bidding process or co-operation is used to either engage in or support insider trading. |  |  |  |
| **Integrity** |  |  |  |
| **1.1.14** There is Management system in place that ensures: compliance with applicable laws, conformance to InPost Supplier Standards of conduct, identification and mitigation of operational risks related to these standards. |  |  |  |
| **1.1.15** Non-compliance, as indicated in the InPost Supplier Standards is reported immediately. |  |  |  |
| **1.1.16** Management systems facilitate continuous improvement. Indicators and plans are in place to measure and improve performance and compliance. |  |  |  |
| **1.1.17** Internal audits to assess compliance with InPost requirements are conducted at least once every 12 months. |  |  |  |
| **1.1.18** Social and environmental risks in the supply chain are identified and actions are taken to mitigate them. |  |  |  |
| **1.1.19** Accountability and responsibility related to InPost SSoC has been assigned to one or more management-level representatives. |  |  |  |
| **1.1.20** Written policies and routines covered in this SSoC are in place. |  |  |  |

* 1. **People**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| **Human rights** |  |  |  |
| **1.2.1** Human rights as outlined in the Universal Declaration of Human Rights are respected in dealing with all stakeholders – employees, clients, suppliers, shareholders and communities. |  |  |  |
| **1.2.2** Human Rights Impact Assessment is conducted in accordance with the United Nations Guiding Principles on Business and Human Rights to proactively manage potential and actual adverse impacts involving their operations and supply chain. |  |  |  |
| **Children protection** |  |  |  |
| **1.2.3** There is no child labour. Any potential or confirmed case of child labour is immediately reported to InPost. |  |  |  |
| **1.2.4** Children under age of 15 or under the local legal minimum age for work or mandatory schooling, whichever is higher do not perform work. |  |  |  |
| **1.2.5** Young workers under the age of 18 do not perform hazardous or night work that is likely to jeopardize their health or safety or is mentally or physically dangerous. |  |  |  |
| **1.2.6** Young workers do not perform work depriving them of the opportunity to attend school. |  |  |  |
| **1.2.7** Young workers receive training opportunities and support in addition to that defined by applicable legislation. |  |  |  |
| **Forced or compulsory labour** |  |  |  |
| **1.2.8** There is no compulsory or trafficked labour, indentured labour, bonded labour or other forms. Mental and physical coercion, slavery and human trafficking are prohibited. Any potential or confirmed case of forced, bonded or prison labour is immediately reported to InPost. |  |  |  |
| **Hiring and termination** |  |  |  |
| **1.2.9** Fees and costs related to recruitment or employment, or processes are not charged to workers. Workers are not requested to provide deposits. |  |  |  |
| **1.2.10** Workers sign a written employment contract or equivalent before they start work or introductory training, whichever comes first. Workers receive a copy of the contract and understand its terms prior to signature. |  |  |  |
| **1.2.11** Significant changes in employment terms are agreed upon by the worker in writing. |  |  |  |
| **1.2.12** Rules regarding work organization, security, workers’ rights and obligations, business ethics, forbidden behaviours including any form of harassment and discrimination, use of drugs and alcohol and related disciplinary measures are written, implemented and communicated to workers. |  |  |  |
| **1.2.13** Disciplinary measures do not include the use of mental or physical coercion, including corporal punishment, threats of violence, public warnings or punishments, fines and the removal of contractual benefits. Workers are free to seek assistance and have the right to appeal disciplinary decisions. |  |  |  |
| **1.2.14** In case of dismissal, workers are offered a paid notice period according to local laws or of at least 14 working days prior to termination of employment. The earlier does not apply to specific cases, as permitted by local laws, resulting in immediate dismissal without a notice period and right for compensation i.e., proven crime, serious breach of security rules etc. |  |  |  |
| **1.2.15** Temporary work is only used, when work is not of a regular nature. |  |  |  |
| **Compensation for work** |  |  |  |
| **1.2.16** Workers are paid at least the legal minimum wage, including legally mandated benefits. |  |  |  |
| **1.2.17** All social security premiums and employment taxes are paid. |  |  |  |
| **1.2.18** Wages are paid according to contractual terms, on time and at least monthly. |  |  |  |
| **1.2.19** Workers are compensated for additional living costs resulting from working away from their base location. |  |  |  |
| **1.2.20** Overtime hours are compensated at premium rate or through the equivalent amount of time off. |  |  |  |
| **1.2.21** Deduction from salary as a disciplinary measure shall not be permitted. |  |  |  |
| **1.2.22** Workers receive a payslip with complete pay, benefits and deduction information that reflects the pay received. Information provided in payslips is understandable for workers. |  |  |  |
| **1.2.23** Workers are paid living wage. A living wage is remuneration received for a standard workweek that is sufficient and allow for a decent standard of living for the worker and their family. Elements of a decent standard of living include: food, water, housing, education, health care, transport, clothing, and other essential needs including provision for unexpected events and discretionary income. |  |  |  |
| **Work time & overtime** |  |  |  |
| **1.2.24** A reliable system for registering working hours, including overtime, of all workers is maintained. |  |  |  |
| **1.2.25** Working hours are not to exceed the maximum set by local law. Notwithstanding local laws, working hours shall not exceed 60 hours per week, including overtime, except in emergency or unusual situation. |  |  |  |
| **1.2.26**Workers have breaks during working day as set  by local laws. Legally mandated break is included in working time. Workers shall have at least 15 minutes break after  4 hours of working. |  |  |  |
| **1.2.27** Workers should be allowed at least 1 day off every week (24 consecutive hours of rest after 6 days of work). |  |  |  |
| **1.2.28** Overtime hours are voluntary and workers refusing overtime hours are not penalised. Under certain circumstances well defined by applicable legislation, overtime hours may be mandatory for a short period. |  |  |  |
| **1.2.29** Total working hours do not exceed 48 hours per week (including 40 hours of regular work and 8 hours of overtime). |  |  |  |
| **1.2.30** Workers have the opportunity to take time off from work for exceptional personal circumstances, in addition to that defined by applicable legislation. |  |  |  |
| **1.2.31** Work is planned in such a way that it does not rely on overtime. |  |  |  |
| **Training, development & work-life balance** | |  |  |
| **1.2.32** Workers receive training or other competence development activities that allow them to fulfil their tasks. |  |  |  |
| **1.2.33** Workers have the opportunity to develop their competence, in areas related or unrelated to their current area of work. |  |  |  |
| **Health and safety** |  |  |  |
| **1.2.34** Workers are not exposed to severe occupational health and safety hazards. Accident insurance is provided to all workers covering medical treatment for work related injuries and illnesses and provides compensation for work related injuries and illnesses resulting in permanent disability or death. |  |  |  |
| **1.2.35** Occupational health and safety risks, including those related to mental health and ergonomics, are assessed and actions are taken to mitigate them. |  |  |  |
| **1.2.36** Safe working routines are implemented to minimise the risks associated with hazardous work. |  |  |  |
| **1.2.37** Equipment and machinery are safe and used under safe conditions. Warning signs and safety information is visible. |  |  |  |
| **1.2.38** Workers use personal protective equipment and pro-tective clothing that are clean, provided to them free of charge, in working order and appropriate for the risks identified. |  |  |  |
| **1.2.39** Accidents and near misses related to occupational health and safety are reported, analysed, followed-up and acted upon. Records of accidents and near misses are kept. |  |  |  |
| **1.2.40** Safety hazards are continuously reported, analysed, followed-up and acted upon. |  |  |  |
| **1.2.41** Risks of emergency situations are assessed. Written emergency routines are implemented. |  |  |  |
| **1.2.42** An independent evacuation alarm is audible and/or visible to all workers. It is possible to manually activate the alarm and alarm buttons are clearly visible and marked. |  |  |  |
| **1.2.43** Emergency evacuation routes and exits ensure quick and safe evacuation at all times. |  |  |  |
| **1.2.44** Workers trained in first aid and firefighting are available during all operating hours in sufficient number to fit the occupational risks. |  |  |  |
| **1.2.45** The type, quantity and location of first aid and firefighting equipment fit the occupational risks. The equipment is operational at all times. |  |  |  |
| **1.2.46** Evacuation drills are performed to test the evacuation process and identify any need for improvement. The frequency of the drills is defined according to the occupational risks. As many workers as possible participate in the drills. Records of the evacuation drills are kept. |  |  |  |
| **1.2.47** Work exposure to chemical and biological hazards is identified, evaluated and controlled. Chemical materials are purchased, stored, transported, handled and used in a way that protects the health and safety of workers and the environment. |  |  |  |
| **1.2.48** Chemical risks are assessed as per the UN Global Harmonising System and chemicals are labelled accordingly. |  |  |  |
| **1.2.49** Alternative chemicals with lower risks to the health and safety of workers and the environment are identified and used. |  |  |  |
| **1.2.50** Buildings are designed, constructed, maintained and modified in a way that ensures structural integrity. |  |  |  |
| **1.2.51** Electrical wiring, lighting and gas fixtures are properly installed and maintained. |  |  |  |
| **1.2.52** Occupational health checks are offered regularly to workers to identify impacts on health resulting from work. Health checks are performed by a healthcare professional. Findings are kept confidential and are used by the healthcare professional to issue recommendations on potential adjustments to the work position or workplace. |  |  |  |
| **1.2.53** Workers receive healthcare support, in addition to that defined by applicable legislation. |  |  |  |
| **1.2.54** The working environment is clean, hygienic and well maintained and has adequate light, ventilation and heating. |  |  |  |
| **1.2.55** Places where workers can eat and rest are available,  are away from any hazards and are proportional to the number of workers. |  |  |  |
| **1.2.56** Toilets are free of charge, hygienic, accessible during working hours, equipped with basic supplies and proportional to the number of workers. |  |  |  |
| **1.2.57** Dormitories offered to workers are clean, safe, provided with emergency egress, hot water for bathing and showering, adequate lighting, ventilation and heating, secure storing for personal and valuable items and reasonable personal space. |  |  |  |
| **1.2.58** Unlimited, clean drinking water is available free of charge and within a reasonable distance of the work area. |  |  |  |
| **Equality, diversity and inclusion** |  |  |  |
| **1.2.59** Workers are treated with respect and dignity. No worker is subject to any physical, sexual, psychological or verbal harassment, abuse or other form of intimidation. |  |  |  |
| **1.2.60** Workers are free from discrimination. Discrimination based on race, ethnicity, age, role, gender, gender identity, colour, religion, country of origin, sexual orientation, marital status, pregnancy, dependants, disability, social class, union membership or political views must be prevented and is prohibited. There must not be any discrimination in employment, including hiring, compensation, advancement, discipline, termination, or retirement. |  |  |  |
| **1.2.61** Measures protecting the rights of workers most vulnerable to discrimination are implemented. |  |  |  |
| **1.2.62** Actions to promote equality, diversity and inclusion are implemented and communicated internally. |  |  |  |
| **1.2.63** Gender pay gaps are assessed and actions are taken to eliminate them. |  |  |  |
| **1.2.64** Gender balance is achieved for managerial positions. |  |  |  |
| **Raising concern** |  |  |  |
| **1.2.65** A grievance mechanism is in place and known to workers, enabling them to raise complaints or concerns without retaliation. Complaints are recorded and acted upon, and the anonymity of workers is protected (unless not permitted with local laws). |  |  |  |
| **1.2.66** Grievance mechanisms and whistle-blower policies go beyond own operations and cover supply chain and third parties. |  |  |  |
| **Freedom of association** |  |  |  |
| **1.2.67** Workers are free to exercise their right to form or participate (or not) in work-related organisations, as well as engage in collective bargaining.  These rights are exercised without fear of discrimination, violence or harassment, whether physical or psychological. |  |  |  |

* 1. **Environment & Sustainability**

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|  |  | **Yes** | **No** |
| **1.3.1** There is no severe environmental pollution.  Any case of severe environmental pollution is immediately reported to InPost. |  |  |  |
| **1.3.2** Environmental complaints are recorded and acted upon. |  |  |  |
| **1.3.3** All required environmental permits (e.g., discharge monitoring or emission rights), approvals and registrations are obtained, maintained and kept up to date and their operational and reporting requirements are followed. |  |  |  |
| **1.3.4** Environmental risks and impacts are identified and assessed in order to find ways to improve environmental performance. Environmental improvement plans are implemented, reviewed at least on annual basis. |  |  |  |
| **1.3.5** Environmental impacts are assessed when evaluating operational changes. |  |  |  |
| **1.3.6** Used energy sources are known and there is a plan to convert them to more renewable sources. |  |  |  |
| **1.3.7** All consumed electricity, generated or purchased, comes from renewable energy sources. |  |  |  |
| **1.3.8** No ozone depleting substances or hydrofluorocarbons are used. |  |  |  |
| **1.3.9** Greenhouse gas emission reduction targets are in line with Paris Agreement and approved by the Science-Based Target Initiative (SBTI) i.e., in line with the latest climate science deems necessary to limiting global warming well-below 2°C, aiming towards 1.5° C. |  |  |  |
| **1.3.10** Waste is stored, handled, transported and disposed  of in a way that protects the health and safety of workers and the environment. |  |  |  |
| **1.3.11** No waste is landfilled on site. |  |  |  |
| **1.3.12**. Hazardous and non-hazardous waste are kept separate. |  |  |  |
| **1.3.13** Records are available on how, where, how much and by whom waste is treated. |  |  |  |
| **1.3.14** All waste is reused or recycled. |  |  |  |
| **1.3.15** Green transport is promoted and used whereas possible. |  |  |  |
| **1.3.16** Only green transport is used. |  |  |  |
| **1.3.17** Circularity principles are embraced meaning that materials should be kept in economy as much as possible to provide future value. This can be done by designing products and components for longer life, producer collection and repair of used components, leasing models and design for serviceability. |  |  |  |
| **1.3.18** Unnecessary packaging is avoided. |  |  |  |
| **1.3.19** Packaging is reusable or can be returned to Supplier. |  |  |  |
| **1.3.20** Environmental objectives are part of bonus or compensation schemes of management-level representatives. |  |  |  |

# Annex 2

**Acceptance & acknowledgement of In Post’s Supplier Standards of Conduct**

|  |  |
| --- | --- |
| First and last name |  |
| Position/function |  |
| Registered Company name |  |
| Registered Company address |  |
| Signature |  |
| Date (DD/MM/YYYY) |  |

I acknowledge that I have read the contractual document – InPost’s Supplier Standards of Conduct that applies to all Suppliers of InPost S.A. and its subsidiaries (“InPost”), and commit the Company detailed above to respect all the provisions of this document.

I further acknowledge that violation of the clauses of this document shall be deemed a material breach of all agreements in force between InPost and the Company, due to which InPost may terminate all agreements entered into with the Company with immediate effect, upon written notice to Company, if the Company fails to cooperate by providing information or fails to demonstrate compliance with the Supplier Standards of Conduct.

I attach filled in **Annex 1** – self-assessment questionnaire and confirm, that answers given are true and reflect the current situation of my Company.

1. Supplier refers to any business, company, corporation, person or other entity that sells, or seeks to sell, any services or goods to InPost or any of its subsidiaries, including the supplier’s employees, agents, and other representatives. [↑](#footnote-ref-1)
2. The term subsidiaries refers to companies in which InPost S.A. directly or indirectly holds 50% or more shares or voting rights, as well as companies personally affiliated with InPost S.A. through the members of their governing bodies. [↑](#footnote-ref-2)