



AUSTAR PACKAGING PTY LTD

Code of Conduct

Version 1.0 | October 2025

Applies to: All Employees, Contractors, Suppliers, Directors and Representatives

1. Introduction

Austar Packaging Pty Ltd is committed to conducting business with integrity, transparency and accountability. Operating in Victoria, we recognise our responsibility to uphold the highest standards in ethical business conduct, employment practices, workplace safety and environmental stewardship.

This Code of Conduct establishes the principles that guide our behaviour and expectations in all business dealings—whether with customers, employees, suppliers, contractors, regulatory bodies or the communities in which we operate.

2. Scope and Application

This Code applies to:

- All Austar Packaging employees, officers, directors and agents
- Contractors, subcontractors and third-party suppliers acting on behalf of Austar Packaging
- All operational sites, including packaging, warehousing and logistics locations in both VIC and QLD

Compliance with this Code is mandatory and forms part of our internal policy and external commercial obligations.

3. Ethical Business Practices

We are committed to:

- Acting honestly and fairly in all business transactions
- Avoiding deceptive, misleading or unethical conduct
- Competing fairly and complying with trade practices, competition and consumer protection legislation
- Avoiding all forms of bribery, corruption, collusion or facilitation payments

4. Legal and Regulatory Compliance

Austar Packaging complies with all applicable Commonwealth, State and Local laws, including but not limited to:

- **Fair Work Act 2009**
- **Environmental Protection Act 2017 (VIC) and Environmental Protection**
- **Privacy Act 1988**

We expect our people and business partners to understand and adhere to the legislative and regulatory frameworks relevant to their roles and responsibilities.

5. Conflicts of Interest

All employees and representatives must:

- Disclose any potential or actual conflicts of interest
 - Refrain from engaging in decisions where personal interests could interfere with professional duties
 - Act in the best interest of the company and its stakeholders
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6. Fair Employment and Human Rights

We support the fundamental rights of workers and promote:

- Equal opportunity, diversity and inclusion
 - Freedom from discrimination, harassment or victimisation
 - Lawful wages and entitlements, including leave and superannuation
 - A zero-tolerance policy for forced, bonded or child labour
 - The rights of First Nations peoples and marginalised communities through inclusive employment practices
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7. Workplace Health and Safety

We are committed to providing a safe, healthy and respectful work environment at all sites.

We:

- Comply with WHS/OHS legislation in Victoria
 - Conduct regular risk assessments and site audits
 - Ensure appropriate training, PPE, signage and safety protocols are in place
 - Promote a culture of shared responsibility for workplace safety
 - Require immediate reporting of hazards, injuries and near misses
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8. Environmental Responsibility

We recognise the environmental impact of packaging and logistics operations, and commit to:

- Reducing waste, emissions and pollution
 - Using recyclable and responsibly sourced materials where possible
 - Complying with all relevant environmental laws and EPA guidance
 - Working with customers on sustainable packaging solutions
 - Promoting circular economy practices and continuous improvement
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9. Privacy and Confidentiality

All employees and suppliers must protect sensitive business information and personal data. We:

- Handle client and employee data in accordance with the **Privacy Act 1988**
 - Do not disclose confidential information without authorisation
 - Maintain cyber security protocols and restricted system access
 - Require third-party contractors to sign confidentiality agreements
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10. Gifts, Benefits and Hospitality

Employees and representatives must not:

- Offer or accept gifts, hospitality or benefits that could improperly influence decision-making
 - Engage in conduct that could be perceived as a conflict of interest
- All offers of significant value must be declared to management and recorded in the company gift register.
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11. Governance and Accountability



Austar Packaging maintains transparent business practices, including:

- Accurate financial reporting and taxation compliance
- Risk management and audit oversight
- Insurance coverage and director accountability
- Ethical supply chain and subcontractor screening

12. Breaches and Reporting

Breaches of this Code may result in disciplinary action, including termination of employment or commercial relationships.

Reports of misconduct or ethical concerns may be made in confidence to:

- A supervisor or manager
- A company director
- Via the confidential reporting channel: renee@austarpackaging.com.au

No employee or supplier will suffer retaliation for reporting a concern in good faith.

13. Review and Continuous Improvement

This Code is reviewed annually and may be updated as laws, standards and company practices evolve. All employees and suppliers are responsible for keeping up to date with the latest version of the Code.

Declaration of Commitment

All employees and commercial partners must sign a declaration acknowledging that they have read, understood and agree to comply with this Code of Conduct.