



HR Policies

Introduction and Code of Conduct

Reviewed May 2021

Code of Conduct Introduction

Dear Team Member

I believe transparency, truth and trust are fundamental requirements for any organisation to succeed.

Our code is one of the ways we put our ideals and principles into practice. How we conduct our business and how we work together will ensure we continue to drive an exceptional outcome. Postie depends on the trust and confidence of its customers, suppliers, employees and third parties which we must protect and safeguard at all times.

Each of us is personally responsible for supporting Postie's core ethics. We must all comply with the law, act with honesty and integrity, and be accountable for our actions.

As you read and familiarise yourself with our Code, it will coagulate our collective understanding of what it means to be a part of Postie.

I am proud of all that we have accomplished and am looking forward to sharing our continued success.

Sincerely

A handwritten signature in blue ink, appearing to read "Linda Leonard".

Linda Leonard

Postie CEO

THE CODE OF CONDUCT

Our Code of Conduct is a commitment to creating and maintaining a genuine and respectful working environment. It's here to protect us, our customers and community. Because when we act with honesty, integrity and support each other, together we can achieve anything.

This code is a set of guidelines for how to act. It covers different situations, but we know it

might not have all the answers. You can always talk to your manager and Senior management for help and clarity about anything. You can report your concerns through Stopline where you can identify yourself or make your report anonymously by emailing postie@stopline.co.nz or calling 0800 42 50 08.

Our Who. Our How

01. We are Postie

We are proud of our brand and our people and our customers are the heart of everything we do.

For over 110 years we have shown our customers “remarkable retail” by anticipating their needs and delighting them better than our competition.

02. How we work together

Postie depends on the trust and confidence of its customers, suppliers, employees and third parties which we must safeguard at all times. While sometimes doing the right thing is the obvious choice, at other times it can be a little harder to know how to act or behave in a certain situation.

Our Code of Conduct acts as a reference tool, guiding on expected behaviours and responsibilities as representatives and brand advocates of Postie. Our Code outlines the standard conduct expected of everyone within Postie, including while working or travelling overseas on Postie business. Parts of the Code also apply to Postie suppliers and contractors.

While we have provided a set of guidelines that can be applied to a wide range of workplace situations, we understand that we may not have provided an answer for every situation.

If you are ever placed in a situation where you are not sure about the ethical position of a proposed action, please seek guidance from your direct leader or a member of senior management.

Please ensure that you do take the time to familiarise yourself with our Code as a breach will be considered a very serious matter.

Our Commitment to You

01. Diversity and Inclusion

We will continue to strive towards an environment where every single member of our teams feels safe and confident enough to bring their true self to work every single day.

We value and celebrate the differences amongst us and believe that differences enrich the workplace and improve Postie’s ability to attract employees and work with customers.

It is our goal to employ, train, promote and reward individuals based on merit, job-related qualifications and abilities. We are committed to providing equal opportunities regardless of race, colour, religious beliefs, ethnic or social origin, sex, age, sexual orientation, marital status, disability or any other prescribed grounds of discrimination.

We expect you to support us in doing so and that you will treat your colleagues with respect and consideration.

02. Flexibility at work

We respect that we are all more than our job titles and that no-one is “just” an employee. We are the parents of school aged children; we are carers; we are volunteers; we are working towards further education; and we are looking towards our retirement.

We want to make sure we are encouraging a healthy work life balance and as such we actively promote flexible work practices for eligible employees where these can be accommodated in their role.

03. Feeling safe

We all have a right not to be bullied, discriminated against or sexually harassed at work and we expect you not to engage in such conduct. This includes not engaging in conduct that could amount to bullying, discrimination or sexual harassment.

To ensure we maintain a supportive and open environment in Postie, if you see someone being bullied, discriminated against or sexually harassed at work or at a work-related activity, we expect you to take the steps you can to stop the behaviour, including reporting the behaviour under applicable policies and procedures.

04. Further information

We have policies and procedures in place which provide further information about harassment, bullying and discrimination, including how you can raise concerns if you feel you have, or someone else has, been subject to this behaviour. You can also speak with your manager, an HR representative or raise your concerns through Stopline.

05. Bullying

We consider someone to have been bullied at work if:

- another person has, or a group of people have, repeatedly engaged in conduct that victimises, humiliates, intimidates or threatens them; and
- that conduct creates a risk to their health and safety, either alone or as part of a group of workers.

Unfortunately, sometimes hard conversations, including about performance and conduct, must take place. Reasonable conversations about an employee's poor performance are not a form of bullying. Likewise, reasonable acts of management action, like changes to duties or responsibilities disciplinary action or directions on the way work is carried out, are not a form of bullying, provided that the action is carried out in a reasonable way.

06. Sexual harassment

Sexual harassment occurs when a person, or group of people, are subject to conduct of a sexual nature and it would be reasonable to anticipate the possibility that the conduct would intimidate, humiliate or offend the person.

We will not tolerate our employees engaging in, or being subject to, sexual harassment.

07. Discrimination

Discrimination is not tolerated by Postie and is prohibited by law. Generally, discrimination in employment occurs where, because of an unlawful reason, a person is treated less favourably, or subject to detrimental treatment.

- when deciding whether to employ the person;
- when offering training or promotional opportunities;
- in the terms or conditions of employment of the employee; or
- by the termination of their employment.

Discrimination can also occur in our dealings with our customers and suppliers, both in the way we treat them and the terms on which we sell to, or buy from, them. While the unlawful reasons can be different depending on the locations in which we work, they can include a person's

- race
- colour
- sex
- sexual orientation
- age
- physical or mental disability
- social origin
- marital status
- family or carer's responsibilities
- pregnancy
- religion
- political opinion
- national extraction.

You can obtain details of all the unlawful reasons in your brand's policies and procedures dealing with discrimination.

08. Keeping safe and well at work

We strive to:

- meet, and where possible exceed the requirements of relevant work health and safety laws, codes of practice and relevant industry standards;
- include work health and safety as an integral part of the role and duties of every team member to allow for clear ownership;
- ensure customer safety when designing our products and packaging;
- focus on our team members' safety when planning work activities;
- involve team members in decision making, where appropriate, to provide continuous improvement at work;
- educate all team members to proactively identify and action hazards, risks and near misses to prevent an incident occurring;
- provide information, instruction, training and supervision, as well as appropriate tools and equipment, to ensure we can all work

safely;

- communicate across Postie on health and safety matters that affect our work;
- intervene early in the management of injuries; and
- provide an environment that allows injured team members to safely recover at work.

How you can help

To assist us in doing so, we expect all employees to comply with our work health and safety systems and procedures and to take care of their safety, and the safety of others, while at work or performing work.

We are constantly striving to improve our systems and ask all employees to contribute where they can.

09. The right to speak up

All team members have the right to speak up and feel safe doing so. We are committed to ensuring that any team member who wishes to speak up is not mistreated or disadvantaged as a result.

We have procedures in place in Postie for team members to raise any concerns they have about conduct they have experienced or witnessed which is not consistent with the requirements of our Code. These procedures allow you to raise concerns in person or through Stopleveline, where you can also choose to be anonymous. Further information can be found in Postie's applicable policies.

Speaking up

Generally, we recommend that you try to handle the matter informally by speaking directly to the person. Whilst this may not be appropriate in some cases, it could be the easiest and quickest way to resolve the issue.

If the matter remains unresolved, or you do not feel comfortable handling the matter informally yourself, please raise your concern with your Manager or a HR representative or through Stopleveline.

Our Commitment to You

01. Act with truth, trust and transparency

Above anything else, we want to make sure that everyone feels brave and empowered to do the right thing, and sometimes that takes a lot of courage. Our CEO's guiding principles of truth, trust and transparency offer us a good starting point for the expected behaviours for all of us.

02. Behaviour at work

We are all responsible for creating a work environment where everyone is treated with dignity, courtesy and respect. To help us achieve this goal, please ensure you always

- act in an ethical, respectful and courteous manner to all individuals, both external and internal to Postie;
- avoid acting in a way that would unfairly harm the reputation of Postie or other employees;
- are responsive and prompt when dealing with customers and fellow team members;
- avoid any behaviour that may cause offence or embarrassment to others; and
- comply with the requirements and expectations set out in our Code.

03. Behaviour at functions

It is important that we take the time to celebrate success with our teams, however when you are at a work function, be it on or off-site, our expectation of your behaviour is the same as it is within the workplace.

This means that at work functions, you are expected to comply with the requirements and expectations set out in our Code, including by acting in an ethical, respectful and courteous manner to all individuals, and not acting in a way that would unfairly harm the reputation of Postie, our colleagues or others.

04. Drugs and alcohol

Being impaired by drugs and/or alcohol in the workplace or while performing work can create a risk to health and safety for you, your colleagues and others. So that we can all benefit from a safe

workplace, you must ensure that:

- alcohol is not consumed at work, except in moderation at endorsed functions and events;
- prohibited or illegal substances are not brought into, or consumed at, the workplace, at work-related functions or while you are performing work;
- you do not attend for work (including work-related functions) while impaired by drugs and/or alcohol;
- you contact your Manager prior to your scheduled starting time if you consider your ability to work safely and professionally may be impaired by drugs and/or alcohol;
- if you are prescribed medication that may impair your ability to perform your duties in any way, you advise your Manager or a HR representative to review and, if required and practicable, amend your responsibilities while taking the medication; and
- if you suspect another person in the workplace is impaired by drugs and/or alcohol, you raise these concerns with your Manager or a HR representative

05. Media

To ensure that you do not inadvertently risk the reputation of Postie, it is important that you do not:

- make statements or provide information to the media;
- provide information to politicians or government officials without first speaking to Legal and Compliance; or
- reference Postie negatively in any public forum.

All media enquiries should be referred to your manager who will escalate the enquiry to the appropriate person. With the exception of the CEO, employees are not permitted to release any information or opinion, other than approved advertisements, to any member of the media. While the company recognises the right of employees to freedom of speech in their private lives, employees are asked to respect the confidentiality of company information.

Any request received from the media, of any nature, should be referred to the CEO.

06. Social media

We recognise that social media is the primary means of communications for many team members, allowing them to keep in touch with friends and family, to stay up to date on current affairs and become involved in online discussions.

However, for those of us that use social media either as part of our jobs or in a personal capacity, it is important to ensure that our obligations are made clear when communicating online about Postie, our products and services, our team members or any other work-related issues.

This Code sets out some general requirements that apply to all of our team members.

Work related social media

As part of our ongoing commitment to promoting Postie and upholding our reputation, you must ensure that any comments, posts or blogs (written and video) about Postie or our brand is factual, consistent with our Code, and consistent with Postie marketing and branding goals and objectives.

You are restricted from making comments on behalf of Postie and must not use any branding (including logos) on any social media platform unless specifically authorised.

Personal social media use

Many users may consider personal comments posted on social media or discussions on social networking sites to be private. However, these communications are frequently available to a larger audience than anticipated.

When participating in social media in a personal capacity, you must:

- not disclose confidential information (being any information which is not intentionally made available to the public), proprietary or sensitive information belonging to Postie;
- not use the logo or company branding of Postie on any social media platform without prior written permission;

- not communicate anything that might damage the reputation, brand image, or commercial interests of Postie, or the confidence of our customers;
- not represent or communicate on behalf of Postie without prior written permission;
- not post inappropriate, false or malicious comments or materials regarding Postie, your workplace and/or your colleagues;
- not reference Postie or products or services negatively;
- not post any material that would directly or indirectly defame, harass, discriminate against or bully any employee, supplier or customer of Postie; and
- ensure, if you identify yourself (or when you may be identified) as an employee of Postie, that your social media communications:
 - are lawful; and
 - comply with Postie’s applicable policies and procedures, including our Code.

Should you become aware of any negative comment made about Postie, our products or services, our team members or any other work-related issues on any social media platforms, please do not respond directly and instead inform your manager or an HR representative as soon as possible.

07. Protecting Postie property

Postie has a wide range of property, including documents, equipment, intellectual property, confidential information (which includes information about Postie, activities and strategies) and personal property (including that of our colleagues).

You must not engage in or attempt the theft of, or intentionally or wilfully damage, any of Postie property.

08. IT resources and monitoring

We may provide you with access to Postie IT resources, including servers, computers, mobile devices and internet access.

We know life gets busy and, while Postie IT resources are made available principally for our team to perform their duties, we understand that from time to time, our team may need to utilise IT resources for personal use. This personal use must be in accordance with applicable policies and procedures and should not impact or interfere with usual work activities.

All team members are responsible for keeping user information safe and secure. If you need access to Postie IT resources, you will be provided with your own unique account and passwords. You must not share these with anyone else.

You should be aware that any material stored, received, communicated or sent using Postie resources, including emails and internet and intranet usage, may be monitored or reviewed, and that any information stored, received, communicated or sent using Postie resources is owned by Postie.

We respect the intellectual property rights of third parties. As a result, you must obtain permission before introducing any new hardware or software to Postie IT resources.

Our Commitment to the Community

Postie conducts business fairly and competes solely on the merits of our products and services.

It is important that all customers can expect us to handle dealings with honesty, integrity and in accordance with all applicable laws. It is important that we all remain vigilant in detecting any signs of fraud or corruption.

01. Corruption

Corruption is dishonest activity in which a director, executive, manager, employee or contractor of Postie acts either:

- against the interests of Postie, and;
- in doing so, abuses his/her position of trust to achieve personal gain or advantage for him or herself or for another person or entity.
- The definition of ‘corruption’ can also involve corrupt conduct by Postie, or a person claiming to act on behalf of, or in the interests of Postie, to directly or indirectly secure some form of improper advantage for Postie or the person concerned.

In simpler terms, corruption occurs when a team member acts against the interests of Postie or abuses their position of trust to achieve some advantage for themselves or someone else. This includes bribery.

02. Fraud

Fraud is dishonest activity causing actual or potential financial loss to Postie or any other person or entity. This can include:

- theft of inventory, cash or equipment;
- unauthorised use of a credit card;
- processing illegitimate refunds;
- theft of intellectual property or other confidential information;
- the deliberate falsification, concealment, destruction or use of documentation used or intended for use for a normal business purpose such as invoices or remittance advices;
- the improper use of a position, or information provided to you, for your personal financial benefit; or
- the release or use of misleading or inaccurate information for the purpose of misleading or to hide wrongdoing
- Incorrect time records or 'time theft'.

Fraud results in a financial loss or potential financial loss to Postie. This includes theft and any form of deception or misuse of position

You must not, whether directly or indirectly, and whether for yourself, for Postie or for some other person or entity, pay commercial bribes or kickbacks, or make payments to government officials, government employees or political candidates or parties for the purpose of obtaining, retaining or directly business or decisions to any person. You must ensure that you are familiar with, and abide by, Postie's Anti-Bribery and Corruption policies.

03. Conflicts of interest

All business dealings on behalf of Postie must never be influenced by personal considerations or relationships and must be conducted on terms that are customary for arm's-length transactions.

A conflict of interest may occur when you or another employee are in a position to make or influence a business decision, or which could appear to make or influence a business decision, that may benefit yourself, your partner, your relative or a personal contact.

Some situations where you may find you have a conflict of interest include you:

- accept employment with a business that is not Postie without prior approval;
- do business with a supplier because they have given you a gift or benefit;
- deal with a business that is managed or owned by you or a family member such as a parent, sibling, spouse or partner;
- acquire an interest in a business, asset or license which Postie may have an interest in purchasing or acquiring;
- accept any position as a member of a management board, supervisory board or other board of a legal entity (other than a non-for-profit or charitable organisation) without prior approval;
- have a direct or indirect ownership or interest in a supplier of goods or services to Postie, a customer or potential customer of Postie;
- have an immediate family member who is employed in a senior role at a direct competitor; or
- have a direct reporting relationship with your partner or a member of your family.

Should you believe that there may be a possible conflict of interest, you must declare it through Stopline, and with your manager or HR representative and, identify and implement appropriate strategies to manage the conflict of interest.

As personal circumstances may change over time, if you believe there may be a new potential conflict, you must declare it through Stopline.

04. Sponsorships

Postie is committed to giving back to the communities in which it operates. As part of doing so, we may support local charities or provide sponsorships, such as for sporting or cultural events.

Any donations made, or sponsorships granted, by Postie or any of our brands must be approved in accordance with Postie Delegation of Authority Policy.

The arrangements must be properly documented and awarded in a transparent manner. To ensure our contributions to our communities are effective, Postie will only give donations, or provide sponsorships, to organisations which serve a legitimate public purpose, and which hold themselves to standards of transparency and accountability equivalent to, or greater than, Postie expects of itself.

05. Gifts

Postie is committed to ensuring all business relationships are legal and based on professional integrity. As a result, you should not offer or accept gifts, gratuities or offers of entertainment unless permitted by our Code or applicable policies and procedures in our brands.

We understand that small tokens of goodwill may be exchanged on special occasions, such as Christmas, and occasionally you may be offered an invitation to a social, sporting or cultural event because of the job you perform.

To ensure our integrity is not compromised, please ensure that: any gift or offers of hospitality are discussed with your manager or a HR representative before they are accepted; and then must be handed into HR.

Should you be unsure of the correct way to declare a gift or hospitality event, please contact a HR representative or a member of your senior management team.

06. Compliance with laws and regulations

We each have a duty to be aware of and comply with all civil and criminal laws and regulations relevant to our area of responsibility.

Examples of laws that may apply include:

- criminal laws dealing with issues such as theft, fraud, assault, possession or use of illegal substances;
- privacy laws;
- discrimination laws;
- whistle-blower protection laws;
- laws on secret commissions (such as accepting bribes); or
- workplace laws such as bullying, sexual harassment and equal opportunities.

A breach of the law can have serious consequences for both Postie and the individuals involved, however we understand that sometimes it can be hard to know if a law or regulation is applicable

07. Competition and consumer law

As part of our commitment to act with honesty and integrity, Postie is committed to compliance with the Consumer Guarantees Act and the Fair Trading Act in New Zealand (Consumer Laws).

The Consumer Laws have two main purposes:

- to promote and maintain fair and open competition in the marketplace; and
- to protect consumers by requiring accurate information in the marketplace and fairness in business dealings where there is an inequality in bargaining power.

It is important that we all maintain a good working knowledge of the Consumer Laws and that we comply with Postie policies dealing with the Consumer Laws and their requirements.

The responsibility to protect against a breach of the Consumer Laws falls to all of us. If you become aware of a potential breach, you must bring it to the attention of a member of your senior management team immediately.

You must ensure that:

- all dealing with customers, suppliers and the public are handled with honesty, integrity and in accordance with all applicable laws;
- misleading, exaggerated or false claims about products sold by any of our products are not made
- the pricing of products and services, and related terms and conditions, comply with all applicable laws; and
- you do not knowingly assist a customer or other person in a violation of laws or regulations.

Because of the importance of this subject matter, any breaches will be treated with the upmost seriousness and may result in disciplinary action, including termination of employment.

The Consumer Laws also impose severe penalties on companies and individuals; Postie will not reimburse any penalty or legal cost incurred by an individual for their part in any breach.

08. Confidentiality of information

We aim to make sure that you have all the necessary information you need to perform your job.

Unless otherwise instructed, please assume that all information provided to you about the business of Postie, including information of or about a third party (which we may have an obligation to keep confidential) is confidential and must not to be disclosed to outside parties.

Sharing information

If it has been decided that it is in Postie's interests to disclose information of a confidential nature to a third party, this must be approved in accordance with Postie's Delegation of Authority Policy. Legal and Compliance must then be consulted before any information is released and a confidentiality and non-disclosure agreement between Postie and the third party must be entered into.

If you receive a request to provide information from a regulator or other authority, you must refer the request to Legal and Compliance for its assistance. You must not provide a response without obtaining the written approval of Legal and Compliance.

Third party information

If you are provided with access to information Postie has received from another party, such as suppliers, you must confirm if we have agreed to keep that information confidential.

If so, you must:

- only use the information for the reason it was given to Postie;
- only share it with other employees on a need to know basis; and
- not share it with someone else without the owner's permission.

09. Privacy

We are committed to adhering to all regulatory requirements relating to the protection of data and personal information, including by taking all reasonable measures to protect any personal information we obtain, whether that information relates to our employees, our customers, our suppliers or any other person.

To help us achieve this, you must ensure that when you are dealing with any personal information, you comply with our privacy framework and any applicable brand policies or procedures dealing with privacy.

You must not attempt to gain access to or use any personal information which is not necessary for the proper performance of your duties. If you are given access to personal information held by Postie, you must only use it for the purpose of which it was provided.

Privacy Act

The company and its staff members are all bound by the Privacy Act (1993) and the amendments related to that Act.

In the event of a complaint that the company or an individual has breached the Act, two conditions must be satisfied before an interference with your privacy can be said to have occurred. First, there must have been a breach of an information privacy principle or rule from a code of practice. Second, the breach must:

- Have caused loss, detriment, damage or injury to you;
- Have adversely affected your rights, benefits, privileges, obligations or interests;
- Have resulted in significant humiliation, significant loss of dignity, or significant injury to your feelings; or may do so.

Personal information about employees is confidential and will not be released to outside sources unless prior written consent has been received from the employee concerned or is required in line with the Privacy Act. Every person has the right to view the personal information held on his or her file.

The company will only collect information about a person that is relevant to their employment. We will collect the information directly from the person concerned or with their approval if other sources are used. Every effort will be made to ensure that the information is accurate.

Personal information that the company keeps about employees includes:

- Information supplied when applying for a position, i.e. on a CV or application form;
- Employment offers and variations;
- Contact addresses and phone numbers;
- Date of birth;

- ☒ Performance reviews;
- ☒ Pay records;
- ☒ Disciplinary notes;
- ☒ Health information relating to any personal or work related injuries or illnesses;
- ☒ Letters or information that the employee has sent or received.

To help maintain the accuracy of HR records, all information you record on your employment application and any other forms should be complete and correct. Any changes in personal circumstance including address and telephone number, name, next of kin or any other relevant information, can be changed in Employee Self Service (ESS) which you can log into from Keep Me Posted. To change your tax code you need to complete a Tax Declaration Form and forward it to Human Resources

10. Business records

You must ensure that all business records (for example customer files and financial records) accurately and completely reflect the transaction that they are recording.

This means that:

- you need to keep our books and records with accuracy and as required by applicable accounting standards or any procedures approved by Postie's auditors;
- all our financial transactions and funds need to be recorded truthfully and supported by proper paperwork (such as receipts and agreements), so they can be audited reliably and reported honestly;
- you should never deliberately keep or help a person to keep records that intentionally mislead or hide the true nature of a transaction;
- you should never destroy business documents or records that are required either by law to be maintained for a statutory period, or for any future dispute process; and
- all funds and bank accounts need to be reflected in Postie's accounts. No off-book transactions are allowed.

You must not make any false or misleading statements to, or conceal information from, Postie's independent auditors or Postie's internal audit team.

11. Intellectual property rights

We respect the intellectual property rights of third parties. If you are proposing to, or required to, use the intellectual property rights of a third party, you must review that use with Legal and Compliance to ensure that your use of those rights is lawful.

All of us are responsible for protecting the intellectual property of Postie. Those rights include trademarks, business names, copyright, patents, designs, confidential information and software and other programs.

You must ensure that if you propose to allow a third party to use any intellectual property rights of Postie, you consult with Legal and Compliance and that an appropriate agreement is in place to protect Postie's interests.

Any invention or creative work developed or prepared by you within the scope of your employment, or where you use Postie's property, facilities or time, belongs to Postie and you may be required to assist Postie to transfer the ownership of any rights you create to Postie.

12. Legal guidance

To assist us to ensure that we comply with all applicable laws and manage any legal risks appropriately throughout Postie, you must seek prior and timely guidance from Legal and Compliance about all matters of legal relevance to Postie.

This is particularly important when considering entering into an agreement or a contract on behalf of Postie or when arrangements with third party providers may be terminated.

You must ensure that you comply with Postie's Delegation of Authority Policy in the performance of your duties. If you become aware of a threatened or actual claim or demand against Postie (including audits, investigations or requests for information), you must consult with Legal and Compliance as early as possible. You must not engage with external lawyers without speaking to Legal and Compliance first.

Legally relevant documents, including copies of signed agreements or any claims or demands, must be forwarded to Legal and Compliance for safe keeping.

13. Environment

We aim to make a positive contribution to the environment in which we work. You must ensure that you comply with our policies and procedures which are designed to protect the environment in which Postie operates and comply with all applicable environmental protection laws.

14. Our business partners

Postie expects all of us to comply with the standards set out our Code in dealings with any business partners, including franchisees and suppliers.

You should, wherever possible, take those steps you can to ensure that our business partners conduct their business in line with the principles and requirements set out in the Code.

How we use our code

The Board of Postie regularly reviews the requirements of our Code and monitors compliance to ensure it is providing appropriate guidance to employees about their expected conduct and behaviours.

From time to time, the Code will be updated and you are expected to keep familiar with the requirements of the Code throughout your employment with Postie.

01. Reporting

We expect all employees who observe conduct, or suspect that conduct is occurring, which is not consistent with our Code, applicable laws or other policies and procedures of Postie to bring this to our attention as soon as possible. There are a number of ways you can do so.

You can report your concerns:

- to your leader or manager or HR representative; or
- through Stopleveline where you can identify yourself or make your report anonymously at postie@stopleveline.co.nz or by calling 0800 42 50 08

Postie is committed to addressing all matters reported in a timely manner.

Individuals who raise a matter in good faith and for a proper purpose will not be subject to any retaliatory action.

02. Conduct inconsistent with our code

Our Code provides employees with clear guidance about the standards of conduct expected by Postie and all employees have an obligation to comply with the Code.

Generally, we all do the right thing. However, Postie considers conduct which is not consistent with the requirements of our Code to be a very serious matter. Depending on the circumstances, an employee who does not comply with the standards of conduct, or meet the expectations outlined in our Code, may be subject to disciplinary action, which could include termination of employment.

In addition, if an employee's conduct does not comply with applicable laws, Postie may, and in some circumstances must, involve appropriate authorities, such as the Police or other regulators.

03. Where to find additional information

Whilst our Code outlines the standard conduct expected of everyone within Postie, it is important to note that our Code does not address all workplace conduct.

Should you have any questions about the Code, please contact your HR representative.

