

Supplier code of conduct

VISAENVOY PTY LTD expects its suppliers, sub-contractors, consultants and service providers (together, "suppliers") to conduct their business lawfully, ethically and with respect for the people who work for them. This Supplier Code of Conduct sets out the minimum standards we require of every supplier, and of any sub-contractor a supplier engages in connection with work for VisaEnvoy. Adherence to this Code is a condition of doing business with VisaEnvoy.

Child labour

- Suppliers must not use, engage or benefit from child labour in any form. No person may be employed below the minimum legal working age in the relevant jurisdiction, or below the age set by ILO Convention No. 138 where that is higher, and no worker under 18 may perform hazardous work as described in ILO Convention No. 182.
- Suppliers must maintain age-verification processes appropriate to their workforce and must ensure the same prohibition is imposed on their own suppliers and sub-contractors.

Forced labour and modern slavery

- Suppliers must not use forced, bonded, indentured or involuntary labour, or engage in human trafficking, debt bondage or deceptive recruiting. Workers must be free to leave employment with reasonable notice, must not be required to lodge identity documents or pay recruitment fees, and must be engaged in accordance with the principles of the Modern Slavery Act 2018 (Cth).

Fair employment

- Suppliers must comply with all applicable laws on wages, superannuation, working hours, leave and conditions of employment; must not discriminate on the basis of any attribute protected by law; must not tolerate harassment, bullying or victimisation; and must respect workers' lawful rights of freedom of association.

Health and safety

- Suppliers must provide and maintain a safe and healthy working environment, comply with applicable work health and safety legislation, and when attending VisaEnvoy premises must follow our work health and safety policy and emergency procedures.

Ethical business practices

- Suppliers must not offer, pay, solicit or accept bribes, kickbacks, facilitation payments or improper inducements, must avoid and disclose conflicts of interest, and must comply with all applicable anti-bribery, competition and sanctions laws.

Privacy and confidentiality

- Suppliers who handle information relating to VisaEnvoy or its clients must protect that information, use it only for the purpose for which it was provided, comply with the Privacy Act 1988 (Cth) and the Australian Privacy Principles, and promptly notify VisaEnvoy of any actual or suspected data breach.

Environment

- Suppliers must comply with applicable environmental laws and are encouraged to minimise waste, energy use and other environmental impacts, consistent with VisaEnvoy's environmental and sustainability policy.

Compliance

Suppliers must be able to demonstrate compliance with this Code on request, must promptly report any breach or suspected breach to VisaEnvoy, and must flow these requirements down to any sub-contractor engaged in connection with work for VisaEnvoy. VisaEnvoy may ask a supplier to verify compliance, and may suspend or terminate its engagement of any supplier that materially breaches this Code, including any use of child labour, which VisaEnvoy treats as grounds for immediate termination.

This Code is reviewed annually and is available on the VisaEnvoy website.

Name: Ian Armani

Position: Director - on behalf of
VisaEnvoy Pty Ltd

Signature:

Ian Armani

Date:

15 July 2026

Review
date:

Annually