



WORKPLACE CODE OF CONDUCT

Xtreme Freight is a rapidly expanding transportation company specializing in air and sea freight services and boasting a state-of-the-art warehousing facility.

We are dedicated to upholding human rights, promoting personal health and safety, and fostering integrity and respect in all our relationships. Quality is paramount in every aspect of our operations, including how we treat our employees.

To ensure clarity for both our suppliers and customers, we have established the following workplace code of conduct:

1. **Forced Labour:** Xtreme Freight strictly prohibits the use of forced labour in any form, including prison labour, indentured labour, bonded labour, or any other coercive employment practices.
2. **Child Labour:** No individual shall be employed below the age of 15 or below the age required to complete compulsory education in the respective country, whichever is higher.
3. **Harassment, Abuse, and Violence:** Every employee must be treated with dignity and respect. We do not tolerate any form of physical, sexual, psychological, or verbal harassment or abuse.
4. **Non-discrimination:** Discrimination of any kind in employment practices, including hiring, salary, benefits, promotion, discipline, termination, or retirement, based on gender, race, religion, age, disability, sexual orientation, nationality, political opinion, veteran status, marital status, or social or ethnic origin, is strictly prohibited.
5. **Health and Safety:** Employers are responsible for providing a safe and healthy working environment to prevent accidents and injuries. Proactive measures, including policies, systems, and training, must be implemented to ensure worker safety and well-being.
6. **Freedom of Association and Collective Bargaining:** Workers have the right to freely join organizations of their choice. Employers must respect and recognize employees' rights to freedom of association and collective bargaining.
7. **Wages and Benefits:** Employers must acknowledge that fair wages are essential for meeting employees' basic needs. Wages should not fall below the minimum wage mandated by local law, and mandated benefits must be provided as per legal requirements.
8. **Hours of Work:** Employees should not be compelled to work more than 60 hours per week, or the limits on regular and overtime hours set by local laws, except in exceptional business circumstances. Additionally, employees are entitled to at least one day of rest in every seven-day period.

DOCUMENT NUMBER & TITLE		COC-001 – Code of Conduct			
CONTENT OWNER	Australian Worldwide Logistics T/A Xtreme Freight	DOCUMENT AUTHOR	Tonia Zammit - Executive Manager		
DATE AUTHORISED	10/04/2024	DOCUMENT VERSION	V2.0	REVISION DUE DATE	10/04/2027
Ensure you are using the latest version of this document.					
Warning - uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.					



- 9. **Women's, Disabled, Ethnic Minorities Rights:** Xtreme Freight is committed to ensuring equal treatment for all employees, regardless of gender, disability, or ethnic background, in all aspects of employment.
- 10. **Sub-contracting:** Unauthorized sub-contracting is strictly prohibited under any circumstances without prior approval from Xtreme Freight.
- 11. **Compliance with Law:** Suppliers and sub-contractors are required to adhere strictly to all relevant laws and regulations in the regions where Xtreme Freight conducts business.

This updated code of conduct reaffirms Xtreme Freight's commitment to ethical business practices and the well-being of our employees, suppliers, and partners. We expect all individuals associated with our company to uphold these principles at all times.

Amanda O'Brien
Director

10/04/2024

Date



DOCUMENT NUMBER & TITLE		COC-001 – Code of Conduct			
CONTENT OWNER	Australian Worldwide Logistics T/A Xtreme Freight	DOCUMENT AUTHOR	Tonia Zammit - Executive Manager		
DATE AUTHORISED	10/04/2024	DOCUMENT VERSION	V2.0	REVISION DUE DATE	10/04/2027
Ensure you are using the latest version of this document.					
Warning - uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.					