

ETHICAL BUSINESS POLICY



CONTENTS

1. Purpose.....	3
2. Scope	3
3. Unethical Conduct	3
4. Reporting Unethical Conduct.....	4
5. Investigating Reportable Conduct.....	4

Onsite Rental Group Limited ACN 126 396 852

1. Purpose

- 1.1 Onsite Rental Group Limited and its related entities (“**Onsite**”) is committed to the highest standards of conduct and ethical behaviour in all of its business activities, and to promoting and supporting a culture of honest and ethical behaviour, corporate compliance and good corporate governance.

2. Scope

- 2.1 The purpose of this Ethical Business Policy is to articulate the minimum standards of integrity, ethics and responsible law-abiding behaviour expected of Onsite’s suppliers, contractors, customers and any other party engaged in business activities with Onsite. Onsite expects all such parties to monitor compliance with this Ethical Business Policy and to advise Onsite of any issues or challenges in complying with its requirements.
- 2.2 The Ethical Business Policy is also intended to encourage suppliers, contractors, customers or any other party to raise any concerns and report instances of unethical, illegal, fraudulent or undesirable conduct, where there are reasonable grounds to suspect such conduct, without fear of intimidation, disadvantage or reprisal.
- 2.3 Onsite relies on the parties that it does business with to help the company achieve its commitment to a culture of honest and ethical behaviour, corporate compliance and good corporate governance. For Onsite, the failure to report actual or suspected incidents of Unethical Conduct will be treated seriously and may adversely affect the ongoing business relationship.

3. Unethical Conduct

- 3.1 Fundamentally, all entities covered by this Policy are required to operate in compliance with all laws, regulations, standards and codes applicable to their operations. Onsite requires all such entities to observe the highest standards of ethical behaviour and business integrity in their business activities.
- 3.2 Unethical Conduct covered by this Policy includes any conduct of a director, officer, employee, contractor or third party, whether actual or suspected, including:
 - (a) forced labour and slavery;
 - (b) dishonest, fraudulent, corrupt or illegal conducts
 - (c) unethical actions or behaviours (including bribes, facilitation payments or other kickbacks, inappropriate gifts; falsifying documents or other unacceptable or unethical behaviour)
 - (d) actions that have adverse safety, health, environmental or quality (**SHEQ**) impacts including actions that have the potential to damage Onsite’s property, people or reputation or that of another party (such as unsafe work practices, environmental damage, health risks or substantial wasting of company resources)
 - (e) any other kind of serious impropriety, or
 - (f) abuse of authority, threats, intimidation, unlawful discrimination, bullying or harassment.
- 3.3 With respect to labour practices, all entities covered by this Policy commit to maintaining a workplace free of unlawful discrimination, bullying and harassment and provide workers with equal opportunity for employment. All such parties must comply with all applicable workplace laws including those relating to hours of work, wages and benefits.
- 3.4 All parties covered by this Policy warrant that their operations, including any supply chains they engage

are free from all forms of forced labour and slavery, and (if applicable) that they comply with the Modern Slavery Act 2018 (Cth). Forced labour and slavery include servitude, debt bondage, forced marriage, child labour and human trafficking (which includes the recruitment, transportation, transfer, harbouring or receipt of a person for the purpose of exploiting that person through any of the above means).

- 3.5 All parties covered by this Policy will establish processes and procedures necessary to ensure the warranties in the preceding clause remain valid, including:
- (a) assessing and addressing risks regarding forced labour and slavery, including implementing appropriate due diligence and remediation programs;
 - (b) notifying Onsite as soon as possible of any confirmed instances of forced labour or slavery and the actions undertaken to remedy the issue;
 - (c) upon request, providing evidence to Onsite to demonstrate compliance with this clause.

4. Reporting Unethical Conduct

- 4.1 All parties covered by this Policy are expected to report promptly and in good faith:
- (a) any actual or suspected violation of this Ethical Business Policy; and
 - (b) any other actual or suspected behaviour by Onsite, or any other party involved in Onsite's activities, or the supply of goods or services to Onsite that is otherwise dishonest, fraudulent, corrupt, illegal, unethical, unsafe or improper.
- 4.2 Where a party becomes aware of any issue or behaviour, which they consider to be reportable conduct, it should be reported to:
- (a) the employee's immediate supervisor or manager or another senior person (if the reporting party is an Onsite employee), or
 - (b) the Ethical Conduct email hotline on Ethical.Conduct@Onsite.com.au and these matters will be confidentially referred to the Onsite Managing Director or Chief Financial Officer; or
 - (c) Onsite's specialist external service provider (STOPline), using the contact details below. If preferred, reports to STOPline may be made anonymously:
- Toll Free: 1300 30 45 50
- Email: Onsite@stopline.com.au
- Mail: Onsite Rental Group Operations Pty Limited
C/- The STOPline
Locked Bag 8, Hawthorn VIC 3122

5. Investigating Reportable Conduct

- 5.1 While the person reporting the issues may wish to remain anonymous, if contact details are not provided, sufficient details will need to be included in the report to allow the matter to be investigated.
- 5.2 Onsite will investigate all reports of Unethical Conduct in a timely, thorough, confidential, objective and fair manner (subject to considerations of the privacy of those against whom allegations are made) and in accordance with any relevant requirements under the Corporations Act.