



AGX



# AIR GROUND XPRESS

## Code of Conduct

Air Ground Xpress

55 Matchette Rd  
Clinton Pa 15026

1-800-247-1188

**Air Ground Xpress (AGX) is a full-service trucking company serving Western Pennsylvania, Eastern Ohio, and Northern West Virginia for over 43 years. AGX offers daily pick-up and delivery services complimented with our scheduled LTL line haul services to 7 Gateway Cities.**

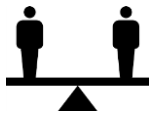
Founded in 1981, AGX has become the largest independent airfreight cartage company in the Tristate area. 5 core service terminals provide 44,000 square miles coverage area with our corporate headquarters in Clinton PA, adjacent to the Pittsburgh International Airport.

We take pride in our establishment and therefore have set forth a strict code of conduct which sets the minimum standards for business.



### **LAWS AND ETHICAL STANDARDS**

The supplier shall comply with all laws applicable to the business. The supplier shall support the principles of the United Nations Global Impact, the UN Universal Declaration of Human Rights, the UN Principles on Business and Human Rights, the OEC Guidelines of Multinational Enterprises as well as the 1998 INTERNATIONAL Labor Organization Declaration on Fundamental Principles and Rights at Work, in accordance with national laws and practice.



### **HUMAN RIGHTS AND FAIR LABOR PRACTICES**



#### **CHILD LABOR**

The supplier shall not employ under the legal age of employment in any country or local jurisdiction. The supplier shall apply a minimum working age of 15 years, even where local legislation permits younger children to be employed. Workers under the age of 18 shall only perform work in accordance with legal requirements of their country of employment (e.g.) with regards to working time and working conditions) and subject to any requirement regarding education or training.



#### **FORCED LABOR**

The supplier shall not use any form of forced, bonded, compulsory labor or modern forms of slavery. All labor must be voluntary. Workers must be allowed to maintain

control over their identification documents (e.g.) passports, work permits or any other personal legal documents). The supplier shall ensure that workers do not pay fees or make any payment connected to obtaining employment throughout the hiring process and the employment period. The supplier shall be responsible for payment of all fees and expenses (e.g.) licenses and levies relating to workers, where legally required.

Punishment, mental and/or physical coercion as well as any other form of human trafficking are prohibited. Disciplinary policies and procedures shall be clearly defined and communicated to the workers.

## COMPENSATION AND WORKING HOURS



The supplier shall comply with all applicable local laws and mandatory industry standards regarding working hours, including overtime, rest breaks and paid vacation.

The supplier shall compensate its workers in accordance with the local minimum wage legislation and terms of applicable collective bargaining agreements as well as with industry standards. The supplier shall pay workers in a timely manner and clearly convey the basis on which workers are being paid (i.e., receive employment documents in a language they understand). Deductions from wages as a disciplinary measure shall not be allowed, if not legally permitted.



## DIVERSITY AND INCLUSION

The supplier shall promote an inclusive work environment that values the diversity of its employees.

The supplier shall be committed to equal opportunities and not discriminate or tolerate discrimination or harassment with respect to gender, ethnic and nation origin, race, color, religion, age, disability, sexual orientation and identity, or any other characteristic protected by law.



## **HEALTH & SAFETY**

We expect our suppliers to strive to implement the standards of occupational health & safety at a high level by applying a health and safety management approach for the business.

The supplier shall comply with applicable occupational health and safety regulations and provide a work environment that is safe and conducive to good health e.g. drinking water, in order to preserve the safety and health of employees, safeguard third parties and prevent accidents, injuries and work-related illnesses. This includes regular workplace risk assessments and the implementation of adequate hazard control and precautionary measures, including the provision of appropriate Personal Protective Equipment. Employees are to be educated and trained in health and safety issues in a language they understand.

## **DATA PROTECTION, INFORMATION SECURITY AND DISCLOSURE OF INFORMATION**

The supplier shall adhere to applicable data protection laws, including security of personal data, as well as to respective regulation, e.g. GDPR, in particular with regard to personal data of customers, consumers, employees and shareholders. The supplier shall comply with all said requirements when personal data is collected, recorded, hosted, processed, transmitted, used or erased.

The information security requirements applicable to suppliers with regards to any data entrusted to their control during and after their engagement with Air Ground Xpress. Suppliers should take account of the need to protect the confidentiality, integrity and availability of information. At all times the required level of information security and control to be ensured by suppliers must be commensurate with the sensitivity, value and criticality of the information being processed.

The supplier shall safeguard and make only appropriate use of the confidential information. The supplier shall comply with any contractual requirements on the data protection and information security and shall not disclose any information that is not known to the general public.



## **BRIBERY AND CORRUPTION**

The supplier shall comply with all the applicable national and international anti-corruption laws and regulations. The supplier shall not offer, provide or accept anything of

value to improperly influence an official act or to secure an improper advantage in order to obtain business.



### **TRADE REGULATION**

The supplier shall comply with all applicable export control, sanctions and customs laws and regulations, including Prohibitions & Restrictions. The supplier ensures that the supplier, its beneficial owner, all its agents and any other subcontractors used by the supplier are not listed on any applicable Denied Party sanctions list.



### **FREE COMPETITION**

The supplier shall comply with applicable competition and anti-trust laws.



### **CONFLICTS OF INTEREST**

A conflict of interest is any personal or financial interest, any business or personal activity or relationship, prior to or current employment, or any obligation that may interfere with the ability to objectively perform job duties and responsibilities. Such conflict-of-interest situations include critical relationships such as a relationship by blood or marriage, partnership, participation or an investment in business partners or competitors. The supplier shall immediately disclose an actual or potential conflict of interest related to its activities to Air Ground Xpress.



### **BUSINESS CONTINUITY PLANNING**

The supplier shall be prepared for any disruptions of its business (e.g.) natural disasters, terrorism, supply chain disruptions, communicable disease outbreaks, epidemics or pandemics, information security issues, cyber-attacks. This preparedness includes business continuity plans that protect both employees as well as the environment from the effects of possible serious disruptions that may arise within the domain of operations.



## **BUSINESS PARTNER DIALOGUE**

The supplier shall implement equivalent standards e.g. ethical standards, to the ones laid out in the SCOC for their own suppliers. As part of fulfilling their contractual obligations.



## **RESPECT AND DUTY OF CARE**

All suppliers are required to act and interact with respect and in good faith with employees of Air Ground Xpress. Suppliers are to exercise due care in the use of property and equipment entrusted to them, as if the property is their own.



## **COMPLIANCE WITH THE SUPPLIER CODE OF CONDUCT**

Air Ground Xpress reserves the right to check compliance with the requirements of the Code of Conduct. The supplier shall strive for continuous improvement, such as setting measurable targets on the environment, working conditions and reporting on progress for sustainability. In case a breach is identified, the supplier shall create an incident report and present a corrective plan of action.



## **REPORTING IRREGULARITIES**

Air Ground Xpress encourages anyone who wishes to report any violations from what is outlined in this Code of Conduct to contact our Humans Resources @ 1-800-247-1188

We hereby confirm to have received the Supplier Code of Conduct of Air Ground Xpress. We will comply with it and further confirm it will apply to any existing and future relationships with any Air Ground Xpress divisions and/ or its subsidiaries.

**Signature** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Name** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Date** \_\_\_\_\_