

Workplace Health and Safety Policy

Overview

This policy outlines Zip Co Limited ACN 139 546 428 (Company) and its subsidiaries (collectively, Zip) commitment to providing a physically and psychologically healthy and safe place to work for people who carry out work that is influenced or directed by the Company, as well as directors, contractors and visitors.

The Company believes that providing a safe and healthy environment, with work practices that do not compromise the safety, security, physical and psychological health and wellbeing of its employees, directors, visitors and contractors, is essential to Zip's long-term success.

Objectives

Zip will meet its commitment to health and safety by complying with all applicable legislation and other requirements in the countries in which it operates. So far as required in the relevant jurisdiction Zip will;

- identify, analyse and document workplace hazards and risks, both physical or psychosocial;
- document, implement and maintain controls to eliminate or reduce physical or psychosocial hazards/risks, including effective prevention programs that are consistent with the risk profile of Zip's workplaces and activities;
- monitor, review and report on health and safety performance on a regular basis;
- take action to mitigate health and safety risks, both physical and psychosocial;
- provide employees, directors and contractors with appropriate training, information and instruction to ensure they are equipped with the skills and competencies required to safely undertake their roles. This includes holistic wellbeing initiatives to support physical and psychological healthy lifestyles;
- ensure that any incidents, concerns and complaints are adequately recorded and investigated in a timely manner and appropriate measures are implemented where required;
- communicate to employees, directors and contractors the Company's health and safety procedures and any other relevant health and safety information;
- consult, where appropriate, with employees, directors and contractors to provide input and feedback into health and safety practices and initiatives that impact their work health and safety;
- support and promote the health and wellbeing of our people; and

- maintain a fair and equitable workers' compensation, claims management and return to work process for the rehabilitation of injured persons.

Responsibilities

Zip aims to provide and maintain a working environment that minimises risks to the physical and psychological health, safety and welfare of all employees, directors, contractors and visitors. An essential element of this system is that it is a cooperative and consultative relationship on health and safety matters between the Company's management and executive staff and employees, with a view to achieving continuous improvement in work health and safety.

People are our most important asset and we ask that all staff work together to help us make wellbeing and safety an integral part of how we operate by:

- taking reasonable care of their own health and safety, including their mental health and wellbeing;
- taking reasonable care not to do, or fail to do, anything with the consequence that their physical or psychological health or safety or that of anyone else at Zip is adversely affected;
- taking reasonable care to report any unsafe practices and conditions; and
- complying with Zip's procedures relating to health and safety and with any reasonable instruction given relating to a health or safety matter, including a requirement to undertake training.

Zip is committed to fulfilling the objectives of this policy and expects the same of all employees, directors and contractors working on our behalf.

Review of Policy

The Board will periodically review this Policy. External reviews may be undertaken of this Policy at the request of the Board. This Policy may only be amended by resolution of the Board.

Version Control

Document Title	Workplace Health and Safety Policy
Use	External
Policy and Procedure Owner	This Policy is owned by the Zip People and Culture team who have final authority to change or make amendments to this document
Senior Manager Function (SMF) Accountability	Group Chief People Officer
Policy and Procedure Contacts	Group Chief People Officer
Document Author	Group Chief People Officer
Version	December 2024
Original Issue Date	July 2020
Last Review Date	November 2024
Next Review Date	November 2026