



# Modern Slavery Statement 2020



Helping people reach their destination

# Modern Slavery Statement 2020

This Modern Slavery Statement has been prepared in line with the requirements of the *Australian Modern Slavery Act 2018* (Cth) (Act) for the year 1 January 2020 to 31 December 2020.

The statement is a Joint Modern Slavery Statement (**Joint Statement**) covering the following entities, which are reporting entities under the Act:

Reporting entity	ACN
Viva Energy Group Limited	626 661 032
Viva Energy Holding Pty Ltd	167 883 525
Viva Energy Australia Group Pty Ltd	004 400 220
Viva Energy Australia Pty Ltd	004 610 459
Viva Energy Refining Pty Ltd	004 303 842
Viva Energy Aviation Pty Ltd	167 761 453
Liberty Oil Holdings Pty Ltd	068 080 124
Liberty Oil Australia Holdings Pty Ltd	107 226 880
Liberty Oil Corporation Pty Ltd	088 411 072
Liberty Oil Australia Pty Ltd	114 544 437
Westside Petroleum Consolidated Holdings Pty Limited <sup>1</sup>	612 235 426

In addition to the above entities, this Joint Statement has been made on behalf of all other controlled entities of the above reporting entities (collectively referred to as **Viva Energy**).

## 1. Our commitment

At Viva Energy, we are committed to conducting business in a way that contributes to sustainable development by respecting the human rights of all people, including our employees, the communities in which we operate, and customers and suppliers in our supply chains.

In pursuit of this objective, we:

- Respect the human rights of our employees and provide them with safe working conditions and competitive terms and conditions of employment.
- Have in place procedures to identify, investigate and take action in relation to any occurrence of modern slavery, including human trafficking, slavery, forced labour or child labour, in all of our operations and supply chain.
- Seek to improve staff awareness of human rights risks through internal training.
- Provide a channel to report concerns through the Viva Energy Whistleblower Policy.

Our approach is set out in our Business Principles and Code of Conduct (**Code of Conduct**), which describes our minimum mandatory performance requirements, along with our Human Rights Policy, which outlines our commitment and approach to respecting human rights. These policies can be found at <https://investor.vivaenergy.com.au/investor-centre/?page=corporate-governance>.

As set out in the Human Rights Policy, we also commit to publish our approach to and performance against key indicators in relation to human rights through our Annual Report and our annual Modern Slavery Statement.

This is our first Modern Slavery Statement and reports the work undertaken in 2020, and sets out the proposed way forward to manage modern slavery risks in our operations and supply chains.

1. This Joint Statement only applies to Westside Petroleum Consolidated Holdings Pty Limited and its controlled entities from 1 September 2020, being the date on which Viva Energy acquired 100% ownership of the Westside Petroleum group of companies.

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## 2. Structure, operations and supply chains of the Company

### 2.1 Who we are

Viva Energy Group Limited is a company incorporated in Australia whose shares are publicly traded on the Australian Securities Exchange (ASX: VEA). The headquarters of Viva Energy Group Limited is located in Melbourne, at Level 16, 720 Bourke Street, Docklands, Vic 3008. The registered office of all reporting entities covered by this Joint Statement is located in Melbourne, at Level 16, 720 Bourke Street, Docklands, Vic 3008.

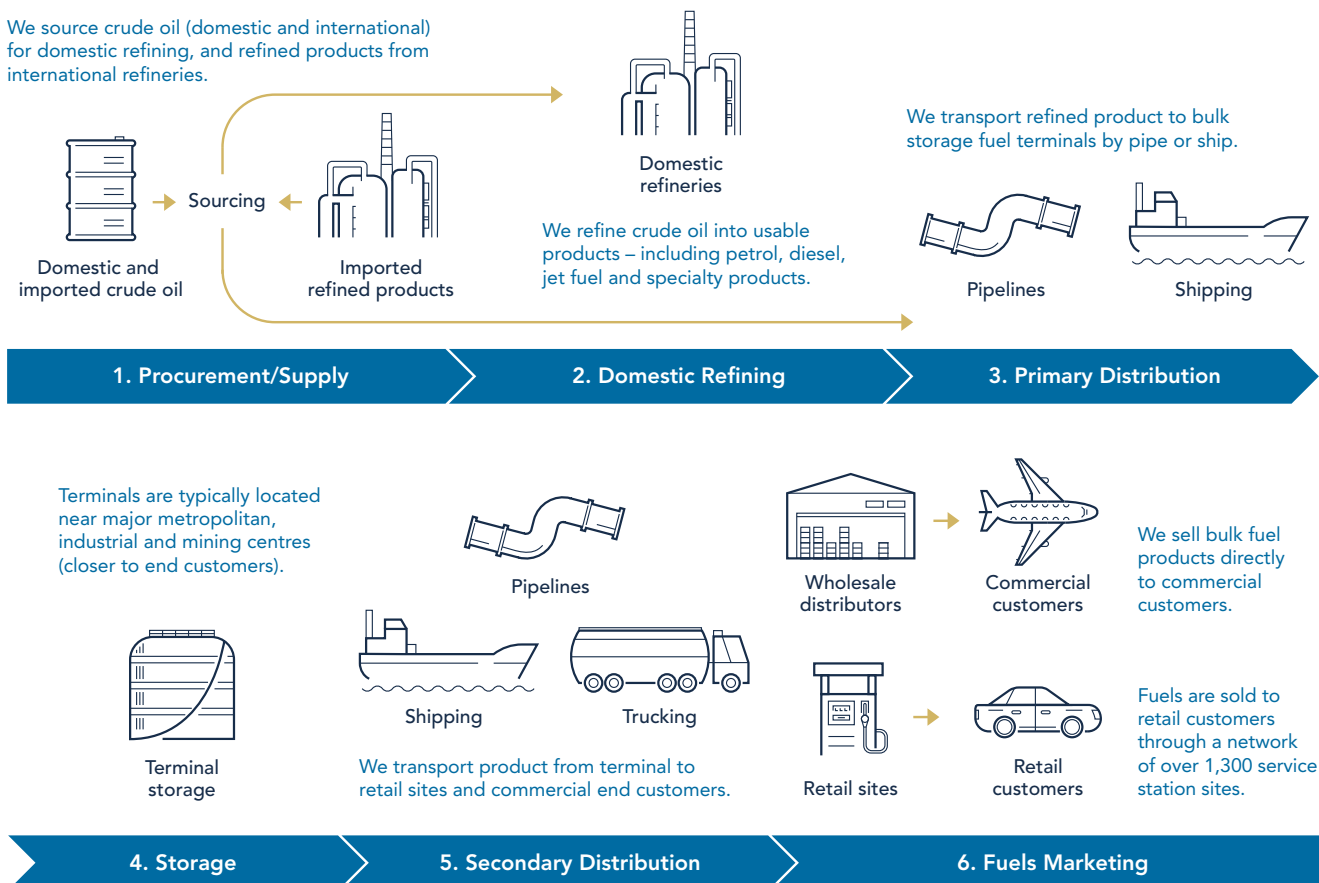
Viva Energy is one of Australia’s leading energy companies and supplies approximately a quarter of the country’s liquid fuel requirements. It is the exclusive supplier of high quality Shell fuels and lubricants in Australia through an extensive network of more than 1,300 service stations across the country.

Viva Energy owns and operates the strategically located Geelong Refinery in Victoria together with an extensive import, storage and distribution infrastructure network, including a presence at over 50 airports and airfields across the country.

Viva Energy has over 1,400 employees, with that entire workforce based in Australia other than two Singapore based employees.

### 2.2 Our operations

A summary of Viva Energy’s operations is set out in the diagram and table below.



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## 2. Structure, operations and supply chains of the Company continued

Operations	Details
Retail Fuel Marketing	We supply and market fuel products through a national network of more than 1,300 retail service stations. The majority of this network is Shell-branded and operated by Coles Express under the Coles Alliance.
Commercial Fuel Marketing	We supply fuel, lubricants and specialty hydrocarbon products to commercial customers in the aviation, marine, transport, resources, construction, agriculture and manufacturing industries.
Refining	We own and operate the Geelong Refinery in Victoria. The Geelong Refinery processes Australian and imported crude oil into petroleum products, and supplies more than 10% of Australia's total fuel requirements (more than 50% of Victoria's fuel demand) and is the only manufacturer of bitumen, avgas for use in piston engine aircraft, and other hydrocarbon solvents.
Supply, Corporate and Overheads	We own or contract access to a national infrastructure network comprising import terminals, storage tanks, depots and pipelines positioned across metropolitan and regional Australia.

### 2.3 Our supply chain

The table below details the most material categories of third party spend incurred across Viva Energy's operations. Virtually all of the key suppliers by number in the listed categories are located in Australia with the exceptions being the suppliers of crude oil and fuel products, fuel shipping and supply of chemicals. Many of the categories of spend apply to more than one of the operational lines, but have been included where most appropriate in the table for simplicity.

In addition to the listed categories, other common but less material spend categories include facility services such as cleaning and catering, the expenditure on which decreased during the 2020 year due to the COVID-19 pandemic.

Operations	Key third party spend
Retail and Commercial Fuel Marketing	<ul style="list-style-type: none"> <li>• Retail facility maintenance</li> <li>• Fuel equipment</li> <li>• Rent</li> </ul>
Refining	<ul style="list-style-type: none"> <li>• Major services contractors</li> <li>• Environmental services</li> <li>• Energy providers</li> <li>• Chemicals supply</li> <li>• Personal protective equipment and garments</li> </ul>
Procurement of Crude Oil and Refined Products	<ul style="list-style-type: none"> <li>• Crude oil and product supply</li> <li>• Fuel shipping</li> <li>• Road and rail transport services</li> </ul>
Corporate Overheads	<ul style="list-style-type: none"> <li>• Business administration services</li> <li>• IT equipment and services</li> </ul>



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## 3. Risks of modern slavery practices in operations and supply chains

During 2020, Viva Energy undertook a scoping exercise to determine the existence of possible modern slavery risks in its operations and supply chain.

This work did not identify any actual instances of modern slavery within the direct supply chains of Viva Energy, and we did not become aware of any modern slavery allegations against any supplier.

### 3.1 Risk assessment process

In order to form an assessment of the risks associated with our workforce and supply chain, during 2020 we undertook the following steps.

#### Direct workforce

In reviewing our workforce:

1. We identified the location of our employees and contractors to determine which, if any, was connected with a geography which may present a heightened risk of modern slavery.
2. We categorised the nature of roles performed by the employees and contractors to determine which, if any, was connected with a sector or product/service which may present a heightened risk of modern slavery.

#### Supply chain

We employed the following process in the review of our supply chain:

1. We identified our most material direct suppliers in each of the categories of key third party spend referred to in the table in section 2.3.
2. Based on the location and kinds of services those key suppliers provided to Viva Energy and any additional information publicly available relating to their broader business, we identified which, if any, was connected with a sector, product/service or geography which may present a heightened risk of modern slavery either directly or deeper in the supply chain. This assessment was undertaken in line with the guidance published by the Department of Home Affairs.<sup>2</sup>
3. Through this process, we identified 33 suppliers for follow-up. These were suppliers who were in a sector considered to have a higher inherent risk of modern slavery, or who were acquiring products/services from outside Australia (even though in many cases the geographies were not those typically considered to be a higher risk).
4. We then engaged with the suppliers identified for follow up on the approach and measures they put in place to identify and manage modern slavery risks in their organisations and supply chains.

## 3.2 Conclusion of risk assessment

#### Direct workforce

The key conclusion of the analysis of our workforce was that the modern slavery risk is low for the following reasons:

- Other than two Singapore-based employees, all of Viva Energy's workforce is Australian based.
- Most employees are employed directly into skilled roles where experience is required, or via third party contracting companies who require contracted employees to abide by the Code of Conduct and induction processes.
- Our recruitment process captures both age and eligibility to work to ensure we are meeting the 'minimum age for admission to employment' requirements.
- Expected workplace behaviours are covered in our induction for new employees, where they learn about our values and expected Company behaviours, as set out in the Code of Conduct. All employees and contractors must confirm their understanding of the Code of Conduct at least once every two years.
- All employees must complete mandatory training on anti-bribery and anti-corruption, equal employment opportunity and workplace health and safety once every two years.

2. Commonwealth Modern Slavery 2018 – Guidance for Reporting Entities, at <https://www.homeaffairs.gov.au/criminal-justice/files/modern-slavery-reporting-entities.pdf>.

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## 3. Risks of modern slavery practices in operations and supply chains continued

### 3.2 Conclusion of risk assessment continued

#### Supply chain

The key conclusion of the analysis of our supply chain was that the vast majority of our suppliers posed a relatively low modern slavery risk because they possessed one or a combination of the following features:

- They operate entirely within Australia with no foreign connection. During the 2020 year, approximately 95% of our direct suppliers by number were located in Australia.
- They are involved in the provision of equipment whose construction is more technically challenging and which would therefore be expected to have been sourced from a country posing low risk, and not involving material usage of raw materials and practices commonly associated with modern slavery.
- They operate in industries which are subject to significant regulation with strong forms of employee protection.

However, it is acknowledged that, while the risk may be considered relatively low, all products and services carry some risk of modern slavery in their supply chains. We have focused on identifying the products and services that carry a perceived higher level of modern slavery risk in the section below.

### 3.3 Inherent modern slavery risk areas

Based on the guidance published by the Department of Home Affairs, we concluded that the areas referred to in the table below had a higher inherent risk of modern slavery occurring.

Inherent risk	Nature of risk
Personal protective equipment	There is a risk that the apparel industry could be associated with vulnerable populations in higher-risk geographies.
Business administration and IT equipment and services	There is a risk that the original source material to manufacture IT equipment is linked with modern slavery practices.
Crude oil and product supply	There is a risk that raw material extraction, manufacture and disposal could be associated with vulnerable populations in higher-risk geographies.
Fuel shipping	There is a risk that vessels used for the transport of fuel could expose crew to forced labour or unacceptable working conditions.

Given the higher inherent risk, the areas in the above table were analysed in greater depth, with our findings set out in section 4 below.

## 4. Actions taken to assess and address risks

Our approach to managing modern slavery risks across our operations and supply chains is based on improving our capability on a Company-wide basis to identify, assess and address modern slavery risks. The key actions undertaken during 2020 in that regard are set out below.

### 4.1 Reviewing and improving policies

Every member of our workforce is required to comply with Viva Energy's Code of Conduct, which confirms our aim to conduct business in a way that supports fundamental human rights.

Building on this, Viva Energy has sought to place a greater emphasis on its zero tolerance of modern slavery during the year by publishing a standalone policy on human rights which specifically refers to modern slavery. That policy can be found at <https://investor.vivaenergy.com.au/investor-centre/?page=corporate-governance>.

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## 4. Actions taken to assess and address risks continued

### 4.2 Increasing supplier engagement

During 2020, Viva Energy undertook the supply chain modern slavery risk assessment described in section 3 of this Joint Statement. As noted, this involved engagement with 33 suppliers on the approach and measures they have in place to identify and manage modern slavery risk within their organisations and supply chains.

Some specific observations of the risk assessment work undertaken in relation to those areas highlighted in section 3 as being inherently higher risk are set out in the table below:

Inherent risk	Work undertaken
Personal protective equipment	Our garments and uniforms are predominantly sourced from a leading Australian organisation that we have dealt with for many years. We engaged that organisation during the year, which confirmed that it undertakes due diligence on its own key suppliers to assess modern slavery risk.
Business administration and IT equipment and services	All of the key business administration and electronics suppliers to Viva Energy are large organisations with whom we have dealt with for many years. We engaged each of the above organisations during the year, which confirmed that they undertake due diligence on their own key suppliers to assess modern slavery risk.
Crude oil and product supply	All of our fuel suppliers are the Australian and international oil majors virtually all of whom we have dealt with for many years under multi-year agreements. Our major supplier of fuels is Vitol, which supplied over 90% of our fuels by value during 2020. We engaged with Vitol on their approach and measures to managing modern slavery risks. Vitol has in place a due diligence process for on-boarding new suppliers and procuring crude oil or fuel products from a new source. This due diligence process includes employing third parties specialised in due diligence background checks.
Fuel shipping	Consistent with the observation with respect to crude and product supply above, virtually all of the shipping of our fuel is co-ordinated by Vitol. Further, the vessels and their crew are all individually vetted by Viva Energy and we positively verify as part of that process that the minimum employment standards for seafarers are met.

In addition, during 2020, the Company incorporated a question relating to modern slavery as part of its process of on-boarding new suppliers, and has begun a program to include a modern slavery compliance clause in all of its new procurement contracts.

### 4.3 Improving staff awareness

During the year we built awareness across our business of the potential risks of modern slavery in our operations and supply chains. We did this through:

- Targeted briefings to the procurement functions within the Company.
- Implementation of a compulsory modern slavery training program for all senior leaders and staff with responsibility to manage external supplier procurement.

### 4.4 Processes for incident reporting

Viva Energy has a published Whistleblower Policy which encourages employees, contractors and suppliers to raise any concerns where there are reasonable grounds to suspect that illegal, fraudulent, unethical or socially irresponsible conduct has occurred, which includes a breach of the Code of Conduct or other policies of Viva Energy including the Human Rights Policy. This includes concerns about potential incidents of modern slavery.

The Policy details the right to disclose information confidentially, anonymously and without the fear of reprisal. More information on the Policy can be found at <https://investor.vivaenergy.com.au/investor-centre/?page=corporate-governance>.

During 2020, there were no complaints received through this mechanism related to modern slavery.

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## 4. Actions taken to assess and address risks continued

### 4.5 Consultation with entities Viva Energy owns or controls

Viva Energy takes a group approach to risk identification and management, with overarching policies, systems and processes designed to be consistently applied across the Group.

Having said that, the risk is not entirely uniform across all entities given the nature of operations and supply chains are not identical for each entity. But any differences are not considered to be material given the Group-wide approach. It is noted that the risks in the operations and supply chains of the more recently acquired businesses representing the Liberty Oil and Westside Petroleum businesses should not be materially different than those previously articulated in this Joint Statement for the following reasons:

- The Liberty Oil and Westside Petroleum entities acquire their fuel almost entirely from Viva Energy.
- Those entities likewise acquire their non-fuel services almost entirely from Australian-based suppliers, which operate under workforces subject to significant regulation.

As a result of these conclusions, the same analysis applies to all of the reporting entities covered by this Joint Statement along with each of their controlled entities.

### 4.6 Impact of COVID-19

It has been observed that the COVID-19 pandemic has created new and heightened modern slavery risks for businesses. This may take the form of having to form relationships with new suppliers to ensure continuity of provision of materials or to satisfy higher or lower than usual demand, changes to supply or payment terms affecting the cash flow of suppliers, restrictions on the ability to thoroughly audit suppliers and the greater likelihood that vulnerable workers may be exploited in this environment.

The key focus of Viva Energy during the pandemic has been to protect the welfare of our workforce while ensuring business continuity. The effect is that our workplace processes have become even more robust and stringent to ensure we meet government health requirements, and even though a large number of employees have been working from home, all induction processes have continued with the same rigour. To ensure continuity of business, we have worked closely with suppliers to understand and work with them with a view to managing the impact of COVID-19 on their business.

As a result of our approach to managing the COVID-19 pandemic, we do not believe that the modern slavery risk position for Viva Energy has changed through this period.

While beyond the timeframe of the reporting period covered by this report, we note that Vitol became an inaugural signatory to the Neptune Declaration on Seafarer Wellbeing and Crew Change during January 2021. This declaration seeks to address the crew change crisis on vessels caused by the COVID-19 pandemic, which has impacted thousands of seafarers. The declaration aims to address the challenge posed for seafarers through a co-ordinated effort by the signatories who are aiming to work together along with governments to implement solutions.

### 4.7 Looking forward

In 2021, Viva Energy is focused on embedding and building the maturity of the modern slavery program through the following focus areas:

Focus area	Key actions
<b>Increasing Supplier Engagement</b> – Due Diligence	Targeting progressive completion of extended due diligence on all key suppliers including preparing and sending to all key suppliers a 'Request for Information' questionnaire to further enhance our understanding of modern slavery risks within our supply chain.  During 2021, we will include as key suppliers an expanded group of suppliers compared with 2020, having regard to both materiality of spend, along with perceived modern slavery risk.
<b>Increasing Supplier Engagement</b> – Contract Coverage	Placing greater focus on how we can incorporate additional due diligence measures as part of supplier on-boarding and procurement activities with existing suppliers, including seeking to incorporate modern slavery clauses into all new procurement contracts.
<b>Improving Staff Awareness</b>	Continuing to build internal capability to identify modern slavery risks through completion of modern slavery training by all staff with procurement and supply chain account management responsibility.



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## 5. Assessing the effectiveness of actions taken

Viva Energy will assess the effectiveness of our modern slavery risk management program on a regular basis by using the following performance indicators throughout the 2021 year.

Performance indicator	Measure
Increasing Supplier Engagement – Due Diligence	Completion by all key suppliers of the 'Request for Information' questionnaire.
Increasing Supplier Engagement – Contract Coverage	The proportion of key suppliers entering into new contracts that have accepted contractual provisions covering modern slavery.
Improving Staff Awareness	Completion by all employees who have procurement and supply chain account management responsibility of the modern slavery training module.

## Approval

This Joint Statement was approved by the Board of Viva Energy Group Limited following review by the directors.



Scott Wyatt  
Chief Executive Officer

Dated 15 March 2021