

Proaxo Pty Ltd

Ethical Sourcing Policy

Introduction

Proaxo Pty Ltd specialises in international sourcing from across the globe, with over 14 years' experience developing and sourcing products for some of Australia's leading retailers, corporations and fundraising organisations.

Given community concerns about poor working conditions and the environment in developing and emerging countries, Proaxo Pty Ltd has developed its Ethical Sourcing Policy to ensure proper protocols are followed to source its products responsibly.

Our Aim

Proaxo Pty Ltd is committed to the protection of human rights, proper working conditions and the environment. We diligently aim to maintain the highest regard for legal, moral and ethical standards within the community.

Compliance with the Policy

Proaxo Pty Ltd expects its suppliers to commit to complying with the minimum ethical standards set out in this Policy with regard to fair pay and employment conditions, workplace safety and the environment, and we are committed to working with our suppliers over time to continuously improve their workforce and environmental practices.

Policy

The minimum standards contained herein are largely derived from the Ethical Trading Initiative (ETI) Base Code and the Fundamental Conventions of the International Labour Organisation (ILO), which are based on the principles of the United Nations Universal Declaration of Human Rights.

1. Employment is freely chosen

- There is no forced or bonded labour, or the use of prison labour under any circumstances
- Workers are not required to lodge deposits or their identity papers with their employer
- Workers are free to leave their employer after reasonable notice

2. Freedom of association and the right to collective bargaining are respected

- Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively
- The employer adopts an open attitude towards the activities of trade unions and their organisational activities
- Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace
- Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining

3. Working conditions are safe and hygienic

- A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health in the working environment
- Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers
- Access to clean toilet facilities and to clean drinking water, and, if appropriate, sanitary facilities for food storage shall be provided
- Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers
- Suppliers will ensure that personal protective equipment is available and that workers are trained in its use. Protective safeguards for machinery must meet or exceed local laws
- Suppliers shall assign responsibility for health and safety to a senior management representative

4. Child labour shall not be used

- With regard to the appropriate age of workers, Proaxo Pty Ltd supports the *Minimum Age Convention, 1973 (No. 138)* of the ILO and will not work with suppliers where child labour is present

5. Living wages are paid

- Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income
- All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid
- Deductions from wages as a disciplinary measure shall not occur, nor shall any deductions from wages not provided for by national law. All disciplinary measures should be recorded.

6. Working hours are not excessive

- Working hours must comply with any Law and benchmark industry standards, whichever affords greater protection for workers

7. No discrimination is practised

- There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

8. Regular employment is provided

- To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice
- Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub- contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment

9. No harsh or inhumane treatment is allowed

- Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited

10. Bribery and corruption

- Suppliers shall not engage in acts of bribery and corruption
- Suppliers shall not falsify documents and records

11. Environmental compliance

- The supplier shall comply with national and local environmental laws and regulations
- The supplier shall dispose of its production waste in accordance with local environmental laws and regulations
- The supplier must identify and document its key environmental impacts and implement controls to minimise its impact on the environment with respect to solid waste disposal, hazardous chemicals storage and management, air and water emissions

Contact

For further information on Proaxo Pty Ltd's Ethical Sourcing policy please contact us at info@proaxo.com.au