

SUPPLIER CODE OF CONDUCT POLICY & PROCEDURE

1. Purpose

The objectives of this policy are to

- specify the principles governing Hotelstaff approach and expectations when working with suppliers

2. Scope

This policy and procedure is applicable to all current and potential suppliers, contractors and subcontractors who produce goods and or services for of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ('Hotelstaff').

We also expect our suppliers to promote similar standards in their own supply chain.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version.

3. Definitions

Modern slavery As defined in the Modern Slavery Act 2018 (Cth) describes situations where offenders use coercion, threats or deception to exploit victims and undermine their freedom.

Practices that constitute modern slavery can include:

- human trafficking
- slavery
- servitude
- forced labour
- debt bondage
- forced marriage, and
- the worst forms of child labour

Employment is the relationship between an employee and employer where an employee performs work at the employer's direction in exchange for payment

Supplier an entity that supplies goods and services to Hotelstaff. This entity is part of the Hotelstaff supply chain.

Employee A person that's hired to provide a service to a company either on a full-time, part-time or casual basis in exchange for payment. Other known terms: staff and worker.

4. Policy Statement

Hotelstaff is at all times committed to sourcing goods and services in a responsible, fair and sustainable manner.

Hotelstaff also acknowledges our industry, recruitment and labour hire, has been at times designated a high-risk environment, susceptible to the risks of modern slavery. We undertake to assess for these risks in our own practices aiming always to operate in a legal, ethical and professional manner.

Reciprocally, we expect our suppliers and potential suppliers to also aim for the same or higher standards and to adhere to the Hotelstaff Supplier Code of Conduct.

5. Procedures

5.1. Supplier Requirements

In all circumstances it is expected that in the activities of suppliers;

- All employment is freely chosen and employees have the right to leave the company upon reasonable notice, specifically that no forced or bonded labour is used
- All applicable laws and industry standards on employee wages, benefits, working hours and minimum age are adhered to without any unauthorised deductions.
- All applicable laws and industry standards on health and safety are adhered to.

- Employees are granted freedom of association within the workplace and no discrimination occurs because of any association.
- All employees must be treated in a fair and equal manner and with dignity and respect, and diversity and inclusion is valued and promoted
- Any form of discrimination, victimisation or harassment on any prescribed grounds under commonwealth, state or territory laws should be prohibited.
- All employees have the ability to raise grievances within a structured process.
- All applicable laws and industry standards on anti-bribery and corruption are adhered to .
- All applicable laws and industry standards on environmental sustainability are adhered to .
- All applicable laws and industry standards on privacy and data usage are adhered to, including adherence to Hotelstaff's Privacy policy where these intersect.
- Every effort is made to ensure suppliers own supply chains and business relationship are free from slavery and human trafficking practices.
- All duties under the Modern Slavery Act 2018 (Cth) and any applicable state legislation are complied with.

5.2. Monitoring

Hotelstaff will assess the effectiveness of the supplier code of conduct through communication with suppliers, including where relevant requests for information to determine adherence to the code.

5.3. Compliance with Modern Slavery Act 2018 (Cth)

Hotelstaff in its capacity as a supplier, is also bound by requests for information by other organisations to achieve compliance with the Modern Slavery Act and its reporting requirements.

Suppliers are advised that Hotelstaff is committed to adhering to all legal requests for information, without breaches of commercial confidentiality.

6. Guidelines

Australian Border Force, 'Modern Slavery Act 2018 Resources,'
<https://modernslaveryregister.gov.au/resources/>

7. Related Documents and Further Information

7.1. Legislation

Fair Work Act 2009 (Cth)
Modern Slavery Act 2018 (Cth)
Labour Hire Licensing Act 2018

7.2. Documents

Privacy Policy
Employee Code of Conduct

7.3. Links

Nil

8. Revision History

Effective	Version	Amendment
01/06/2021	1.0	Initial

9. Document Information

Effective	Version	Authorised
01/06/2021	1.0	SZPRINC, Nathan
Location	https://hotelstaf.sharepoint.com/sites/Hotelstaff-Shared/Shared Documents/Human Resources/Policies and Procedures/HOTELSTAFF Policy - Supplier Code of Conduct vDRAFT.docx	