

HUMAN RESOURCES AND LABOUR STANDARD POLICIES

1.0 Introduction

This policy statement summarizes the underlying framework for Human Resources, Human Rights and Labour Standards Policy as approved and published internally for **HM Origins Pty.Ltd**, updated from 11 August 2022. It forms part of **HM Origins Pty.Ltd** 's conduct of businesses in an honest and ethical manner.

1.1 Purpose and scope of Policy

HM Origins Pty.Ltd recognises the relationship between poor labour standards and poor quality goods and services (low productivity) delivery. As such, we are committed to ensuring both **HM Origins Pty.Ltd** and its suppliers reach minimum labour standards at all times. This Policy is applicable to all the directors, officers, employees, seconded workers, volunteers, interns, agents, distributors, contractors, external consultants, third-party representatives and business partners working in **HM Origins Pty.Ltd**. It sets out specifically the following objectives in relation to the Human Resources, Human Rights and Labour Standards:

At **HM Origins Pty.Ltd**, we are committed:

- To be an organisation that engages and value human beings in the pursuit of our businesses.
- To ensure the provision of a high quality service for our customers on continuous basis.
- To be ethical workplace.
- To protect the reputation of the Group.
- To comply with legal and regulatory requirements

1.2 The Policy Statement on Fairness and Human Dignity

a) It is **HM Origins Pty.Ltd** commitment to provide a workplace as an environment where employees are recognised as the most valuable assets, treated with respect, dignity and consideration. This commitment is built upon a framework of policies and procedures designed to ensure fairness in the recruitment, training, development, retention and other motivations of all employees.

b) The Board of Directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

2.0 The General Principles & Specific Provisions

a) All human beings associated with working for the **HM Origins Pty.Ltd** are required to report any actual, suspected or potential violations of all Company policies, including this Human Rights and Labour Standard Policy. Failure to do so may lead to exercise of disciplinary action, up to and including termination of employment or contractual relationship.

b) **HM Origins Pty.Ltd** shall make available sufficient resources to give effect to its commitment to continuous improvements to working conditions and management of labour risks in all its operations irrespective of location.

c) Discrimination

- We prohibit discrimination and harassment against any Employee or any applicant for employment with **HM Origins Pty.Ltd**, whether such discrimination or harassment is based on sex, race, age, colour, ancestry, religion, belief, disability, sexual orientation, marital status or any other feature protected by law.
- We shall not engage in or support any discriminatory practices in hiring, remuneration, access to training, promotion, termination or retirement based **HM Origins Pty.Ltd** race, national or social origin, religion, gender, sexual orientation, political affiliations, age or other conditions that could give rise to discrimination.

d) Human Rights

- Each person that works in **HM Origins Pty.Ltd** shall be treated with dignity and shall not be subjected to suffer any harassment, physical or mental punishment or other forms of abuse.
- We promote effective employee engagement throughout our operations and welcome open sincere feedback from employees on all matters of the company's business interest.
- There is effective grievance management system put in place in **HM Origins Pty.Ltd**, which is transparent, equitable and predictable to enable the remediation of any abuse of human rights and its impacts that may arise in its operations.

e) Child Labour & Forced or Compulsory Labour

- **HM Origins Pty.Ltd** does not and will not engage in or support the use of child labour. If it engages any young workers (e.g. on as part of work experience or corporate social responsibility), it will ensure that a suitable risk assessment is carried out and that such young persons are not exposed to any hazardous conditions, or in any case, work more than 7 hours per day.
- We shall adhere to and strictly comply with International Child Labour Conventions and Child Labour Laws and Regulations in the countries in which we operate.
- In the same manner, **HM Origins Pty.Ltd** shall not engage in or support the use of forced or compulsory labour, or bonded or involuntary prison labour. Employees are free to leave after providing reasonable notice in line with their individual contracts of employment. All employees shall provide their services to the Company on an entirely voluntary basis and no one shall be forced to remain in the employment of **HM Origins Pty.Ltd** against their will.

f) Freedom of Association

- We recognise and respect the right of employees to freely associate with organisations which are designed to engage in collective bargaining and other initiatives to further and defend the interests of the workforce.
- Our employee shall not be dismissed or otherwise prejudiced for reason of membership of such an employee organisation or because of participation in that organisation outside of working hours, or with consent of their line manager, within working hours.
- Our employees shall enjoy protection against discrimination by virtue of their membership of an employee organisation and employment shall not be conditional upon an employee not joining or relinquishing membership of such an organisation.

g) Health and Safety

- **HM Origins Pty.Ltd** is committed to providing a safe and healthy workplace environment and shall take effective steps to prevent potential accidents and injuries to employee's health by minimising, so far as is reasonably practicable, and in cooperation with its employees, workers and other members of staff, the causes of hazards inherent in the workplace.
- Employees shall have access to clean sanitary facilities and drinking water.

- **HM Origins Pty.Ltd** shall ensure that all reasonably practicable measures for sustaining health and fitness, including medical amenities are availed of by its workforce.

h) Working Hours/Periods

- **HM Origins Pty.Ltd** shall comply with applicable laws and industry standards on working hours and holiday entitlements.
- Normal working hours do not exceed 48 hours per week, and overtime hours do not normally exceed 12 hours per week, with the relevant periods of rest similarly observed.

i) Remuneration

- We shall comply with national laws and regulations with regard to wages and benefits in any countries of our business operations. All work-related activities are carried out on the basis of a recognised employment relationship established according to national law and practice.

3.0 Responsibilities and raising of concerns

- a) The implementation and monitoring of this policy is the responsibility **HM Origins Pty.Ltd** 's Director.
- b) Managers at all levels within **HM Origins Pty.Ltd** are responsible for ensuring those reporting to them understand and comply with this policy.
- c) Employees and associated persons are required to notify **HM Origins Pty.Ltd** as soon as possible if it is believed or suspected that a conflict with this policy has occurred, or may occur in the future, or that they are a victim of another form of unlawful activity.
- d) This policy is relevant to the company itself, our contractors, sub-contractors, suppliers, freelancers, members of the public and other parties engaged with **HM Origins Pty.Ltd**. We reserve our right to terminate our contractual relationship with any third-party suppliers if they breach this policy.
- e) All persons engaged with **HM Origins Pty.Ltd** shall ensure that they read, understand and comply with this policy. They are required to avoid any activity that might lead to, or suggest, a breach of this policy.
- f) Employees shall notify their respective Manager or the Directors as soon as possible if they believe or suspect that a conflict with this policy has occurred or may occur in the future.

g) **HM Origins Pty.Ltd** is committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion of a breach of the Minimum Standards is or may be taking place in any part of its own business operations or in any of its supply chains.

4.0 Communication and Awareness of this Policy

a) Training on this policy, and on the risk our business faces from a breach of the Minimum Standards or from modern slavery in its supply chains, will form part of the induction process for all individuals who work for us, and training will be provided as necessary.

b) **HM Origins Pty.Ltd** shall endeavour to communicate the policy as appropriate to its suppliers, contractors and business partners at the outset of our business relationship and reinforce as appropriate thereafter.

5.0 Breaches of this Policy

- Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.
- We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy

6.0 Periodical Review of the Policy

a) The effectiveness and implementation of this policy will be reviewed as it is deemed appropriate, but no less frequently than every 12 months. Policy review will be undertaken by the directors of **HM Origins Pty.Ltd**.

b) The Company commits to periodically reviewing this policy in order to continually improve labour standards within the workplace. The Company shall take into consideration: changes in legislation, legal advice as and when necessary and any other requirements to which **HM Origins Pty.Ltd** subscribes, to ensure the adequacy, suitability and continuing effectiveness of this policy.