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Issued:	<u>1</u> / <u>09</u> / <u>2022</u>
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## ETHICAL SOURCING

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### POLICY

Bache Bros Produce Centre Pty Ltd like most other businesses recognise that its employees are at the heart of the business and value their contribution greatly. Bache Bros Produce Centre Pty Ltd is committed to managing our business in a manner that reflects our high ethical and moral values. Bache Bros Produce Centre Pty Ltd is committed to upholding human rights, fair working conditions and environmental protection.

Bache Bros Produce Centre Pty Ltd is committed to upholding the Ethical Trading Initiative Base Code and these principles outlined in this Code define the commitments, practices and behaviours required to implement effective due diligence as described by the UN Guiding Principles on Business and Human Rights (UNGPs).

Bache Bros Produce Centre Pty Ltd seeks to engage with likeminded companies that are also committed to upholding these principles and actively engaging in their implementation within their own business and the greater supply chain.

We look for suppliers that demonstrate a commitment to implementing policies and practices consistent with, and complementary to our own. We believe these considerations to be the platform from which responsible behaviours can build.

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### ETHICAL STANDARDS

#### BUSINESS INTEGRITY

Suppliers must demonstrate a high degree of professionalism and have a close affinity with our business ethics. In particular, honest, fair dealing and the proper treatment of workers are required at all times. Bribes, favours, gifts, benefits, facilitation payments, secret commission, or similar unlawful or improper payments, in case or kind, are strictly prohibited, whether given to obtain business or otherwise.

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### LABOUR STANDARDS

#### LABOUR RIGHTS

Employment is freely chosen. There is no forced, bonded or involuntary prison labour. Workers are not required to lodge deposits or their identity papers with their employer and are free to leave their employer after reasonable notice.

#### WORKING CONDITIONS

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 and drinkable water and, if appropriate, sanitary facilities for food storage shall be provided. Suppliers will ensure that personal protective equipment is available and workers trained in its use. Safeguards on machinery must meet or exceed local laws.



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## CHILD LABOUR

Suppliers shall not use child labour and must only employ workers who meet the local minimum age requirement. Suppliers must verify the age of their workers and maintain evidence of workers' proof of age. Bache Bros Produce Centre Pty Ltd has a zero tolerance policy to child labour.

## WAGES

Suppliers shall provide wages and benefits that comply with all local laws and regulations or match prevailing local manufacturing or industry rates. Overtime pay shall be calculated at the legally required rate.

## WORKING HOURS

Working hours comply with any law and benchmark industry standards, whichever affords greater protection. In any event, workers must not be required to work excessive working hours per week including overtime and have the option of at least one day off in seven. We expect that all record keeping will be strictly accurate, complete and transparent at all times.

## DISCRIMINATION

All conditions of employment must be based on an individual's ability to do the job, not on the basis of personal characteristics. There must be 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.

## HARSH OR INHUMANE TREATMENT

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

## ENTITLEMENT TO WORK AND IMMIGRATION

Only workers with a legal right to work shall be employed or used by the supplier. All workers, including employment agency staff must be validated by the supplier for their legal right to work by reviewing original documentation.

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## ENVIRONMENTAL STANDARDS

Suppliers shall as a minimum comply with all applicable laws and regulations relating to the environmental impacts of their business, and maintain procedures for notifying local authorities in the event of an environment accident resulting from the supplier's operation. Supplier compliance with environmental law shall include any international or applicable local laws affecting the source of materials and processes used to manufacture products. Detailed performance standards are a matter for suppliers, but should address at least the following:

## WASTE MANAGEMENT

Waste is minimised and items recycled whenever this is practicable. Effective control of waste in respect of ground, air, and water pollution must be adopted. In the case of hazardous materials, emergency response plans must be put in place.



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### PACKAGING AND PAPER

Undue and unnecessary use of materials shall be avoided, and recycled materials should be used whenever appropriate.

### CONSERVATION

Processes and activities shall be monitored and modified as necessary to ensure conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

### ENERGY USE

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, must be based on the need to maximise efficient energy use and to minimise harmful emissions.

### PRODUCT SELECTION

Proactively work with and provide assistance to the Company in selecting products which are environmentally beneficial.

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### ANNUAL REVIEW

This Policy is to be reviewed annually in consultation with workers and revised as necessary, to keep up to date with new legislation and organisational changes to ensure continuous improvement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_