



## *Social & Ethical Policy*

(This Policy is for Use by Customers, Suppliers and Other Major Stakeholders or Potential Stakeholders of Lactalis in Australia, to confirm our commitment to the International Labour Organisation [ILO] Conventions.)

Lactalis Australia is committed to upholding human rights, fair working conditions and environmental protection principles in its manufacturing and distribution operations in Australia. This policy has been specifically developed to compliment Lactalis Australia's core values and vision of trust, integrity, ethics and social responsibilities.

In accordance with the expectations of our customers, trade partners, the public community at large and the requirements of legislative authorities; we endeavour to always operate responsibly within the community and we expect the same from our suppliers.

Maintaining a reputation for the highest legal, moral, ethical and socially responsible standards, and expectations in our dealings with our customers and other stakeholders is critical for our ongoing success.

This policy applies in conjunction with the following existing company policies, being:

- **H.R** - Recruitment, Let's Be Fair, Employee Induction, Training, Discrimination, Equal Employment Opportunity, Sexual Harassment, Workplace Harassment.
- **TECHNICAL** - Safety and Environment

The following are specific aspects of the Social and Ethical Policy :

### **Bribery and Corruption**

- We will not engage in acts of bribery and/or corruption
- We shall not falsify documents and records relating to the business.

### **Forced & Bonded Labour / Labour Rights**

- Employment is freely chosen
- We will not engage in forced, bonded or involuntary prison labour
- We will not engage in employment where workers are required to lodge deposits or their identity papers (with exception to copies of driver's licenses or passports for purposes of identification) with us.
- Employees are free to leave their employment with us after reasonable notice

### **Freedom of Association and the right to collective bargaining**

- Workers have the right to join trade unions of their own choosing and to bargain collectively, as part of Enterprise Bargaining Agreements (EBA) or Site Agreements.
- We display an open attitude towards the activities of trade unions and their organizational activities.
- Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace
- We facilitate, support and not hinder the development of parallel means for independent and free association and bargaining, where the right to freedom of association and collective bargaining is not restricted by Law.

### **Working Conditions**

- We will provide a safe and hygienic working environment; keeping in context the prevailing knowledge of the dairy / food industry and of any specific hazards in our operations.
- We will take adequate steps to prevent accidents and injury to health in the workplace.
- Employees shall receive regular and recorded occupational health and safety training; and such training shall be reviewed for new or re-assigned employees.
- We shall provide access to clean toilet facilities and to clean, drinkable water, sanitary facilities for food storage and lunchroom / canteen facilities as appropriate.
- We shall ensure that personal protective equipment (PPE) be available for use, and employees trained in its use
- We shall ensure that safeguards for machinery are met, or exceed legislative requirements.
- We will assign responsibility for health and safety to senior management representatives, and all employees have as a condition of employment, to work safely at all times.

## Child Labour

- We support the ILO Convention 138 with regard to the appropriate age of workers.
- We will not engage with suppliers who use child labour (being work that deprives children of their childhood, their potential and their dignity, and is harmful to their physical and mental development)
- We follow the Australian legislative standard for labour with employment threshold of no younger than 14 years + 9 months of age.

## Living Wages & Benefits

- We ensure that wages and benefits paid for a standard working week will meet, at minimum, national legal standards or industry benchmark standards; whichever is higher.
- All workers will be provided with written and understandable information about their employment conditions in respect to wages before they enter employment. This information will contain particulars of their wages for the pay period concerned each time they are paid.
- Deduction from wages as a disciplinary measure, or any deductions from wages not provided for by law, shall not occur without prior notice to, and/or expressed permission of the employee.

## Working Hours

- We ensure that working hours comply with any law and benchmark industry standards, whichever provides greater protection.
- We will comply with national and state legislation and any applicable industrial instruments, with respect to employment standards.
- We will ensure that workers shall not, on a regular basis, be required to work in excess of 38 hours per week (excluding overtime) and shall be provided with at least 1 day off for every 7 day period on average.
- We will ensure that overtime shall be reasonable and compensated at the appropriate overtime rate.

## Discrimination

- We will not engage in 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.

## Regular Employment

- We will ensure that to every extent possible, that work performed must be on the basis of recognized employment relationships, established through national laws and practices.
- Where practicable to business needs, we will avoid the use of: labour hire / contracting / apprenticeship schemes where there is no real intent to impart skills or provide regular employment, and excessive fixed term contracts of employment.

## Harsh or Inhumane Treatment

- As an ethical and moral organization, we prohibit and do not tolerate physical abuse, the threat of physical abuse, sexual harassment, verbal abuse or other forms of intimidation.

## Entitlement to Work and Immigration

- We will only use and employ workers with a legal right to work.
- We will validate all workers, including contract or employment agency staff; to ensure their legal right to work by the review of original documentation

## Environmental Compliance

- We shall comply with national and local environmental laws and regulations
- We shall dispose of production waste from our manufacturing facilities in accordance with EPA , local environmental laws and regulations
- We will have documented environmental monitoring, controls and management guidelines / procedures to minimize environmental impacts, with respect to solid waste disposal, hazardous dangerous goods storage, air and water emissions.



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