

INTRODUCTION

HT Services values our suppliers and expect them to adhere to strict standards of human rights, environmental responsibility, and ethical business practices. We prioritise partnerships with suppliers who share our commitment to sustainability and social responsibility.

This policy outlines our values, expectations, and commitment to responsible workplace practices. We expect our suppliers to adhere to minimum occupational health and safety, environmental, and labour standards.

SCOPE

This policy applies to all employees, management, suppliers and other stakeholders and is enforceable across all areas of the business.

POLICY STATEMENT

HT Services is an industry leader in the commercial cleaning business sector. We work directly with our clients to create customised services that ensure optimal results. We are committed to:

- Upholding the highest standards of integrity and ethical behaviour
- Cultivating a work environment that promotes individual growth, teamwork, and innovation
- Achieving mutual growth with our clients, staff, and suppliers

APPROACH TO COMPLIANCE

The following standards align with our internal policies and are fundamental to our ethics and crucial to how we do business.

LEGAL AND ETHICAL STANDARDS

HT is committed to ethical business practices and will only partner with vendors and subcontractors who share our values.

PROTECTING OUR WORKERS

HT is committed to providing a safe working environment for all our workers. To achieve this, we have implemented expectations in the following areas:

Modern Slavery

HT Services has a zero-tolerance approach to Modern Slavery. The company is committed to examining and evaluating business systems and controls to ensure stringent methods are in place to identify, mitigate and respond to any potential risk of Modern Slavery occurring. Please refer to POL-05 Modern Slavery Policy to view HT Services proactive approach in protecting workers from exploitation.

Non-discrimination

We do not discriminate based on race, caste, nationality, origin, religion, age, disability, gender, marital status, sexual orientation, union membership, or political affiliation. We will work proactively to ensure workers with English as a second language (ESL) understand our policies.

Fair Wages

All wages and benefits meet or exceed national legal and industry standards. Wages are paid in full, directly to the worker into their nominated bank account. Wages are paid consistently on a fortnightly basis. Any overtime earned is paid in accordance with national legislation.

All workers are provided with a copy of their employment contract and the HT Services Employee Handbook prior to commencing employment.

Working Hours

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.

Working Conditions

HT Services is committed to providing and maintaining a safe work environment for all workers, contractors and visitors.

HT Services is committed to maintaining full compliance with WHS legislation and adhering to the highest industry standards.

Grievance Management

HT Services will not tolerate physical or verbal abuse and have procedures in place to protect workers from experiencing harm within the workplace or as a result of any dealings with our suppliers, clients or other stakeholders.

ENVIRONMENTAL STANDARDS

HT Services is committed to maintaining compliance with all applicable environmental laws, rules and regulations. We strive to minimise our environmental footprint by using resources efficiently and reducing waste.

IMPLEMENTATION

HT Services is committed to:

- Fully supporting this policy to ensure provision of the required resources are available to ensure successful implementation. This includes active involvement from management and an understanding of the importance of leading by example.
- Communicate this policy to all suppliers and contractors and seek formal acceptance and commitment to its implementation.
- Developing internal systems to record and monitor compliance to this policy. This includes holding formal audits that will assess compliance in:
 - Payment of wages
 - Health and safety
 - Excessive work hours
 - Grievance reporting mechanisms
 - Document review
- Work collaboratively with our suppliers, supporting them in the improvement of social, ethical and environmental standards where required and appropriate.

HT Services requires our suppliers to:

- Comply with this Policy and all applicable state and national laws.
- Communicate openly and honestly with HT Services to determine performance against this Policy.

CONTINUOUS IMPROVEMENT

This policy along with associated processes and audits will be reviewed as part of HT Services commitment to continuous improvement. Any findings will be reported on and shared with all relevant stakeholders, including workers, management and suppliers.

REVIEW

This policy is approved by the Board of Directors and is reviewed annually to ensure its relevance and effectiveness.

This policy may be reviewed earlier where a change in legislation occurs or any other requirement to which the Company subscribes is identified as needing review to ensure the adequacy, suitability and continuing effectiveness of the policy.

AUTHORISATION

For any questions or concerns related to this policy, please contact the authorised person listed below.

This policy is authorised by:

A handwritten signature in black ink, appearing to read 'Aaron Hawke', written in a cursive style.

Aaron Hawke
MANAGING DIRECTOR