HOSPITALITY SUPERSTORE

SUPPLY & FITOUT SOLUTIONS

COMPANY MISSION STATEMENT



- COMMERCIAL EQUIPMENT
- KITCHENWARE
- TABLEWARE
- HEALTHCARE
- PACKAGING & DISPOSABLES
- COFFEE TOOLS & EQUIPMENT
- BAR SUPPLIES
- JANITORIAL
- STAINLESS STEEL FABRICATION
- FINANCE

TABLE OF CONTENTS

Table of Contents	*Page 2*
Acknowledgement of Country	*Page 3*
Company Overview	*Page 3*
Safe Work Method Statement	*Page 4 - 6*
Environmental Impact Statement	*Page 7 - 8*
Sustainability Policy	*Page 9 - 10*
Sustainability Impact Statement	*Page 11*
Ethical Supplier Mission	*Page 12*
Domestic Violence Mission	*Page 13 - 18*
Modern Slavery Compliance	*Page 19 -21*
Testimonies from Suppliers	*Page 22 -29*

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Custodians of the land on which our Australian operations are located—land that has been cared for by Indigenous peoples for thousands of years. We honour their enduring connection to Country and recognise their deep knowledge of the land, waters, and skies.

Our Acknowledgement of Country is grounded in this respect and continues to evolve as part of our commitment to building genuine, lasting partnerships with Indigenous peoples and communities. We pay our respects to Elders past and present and acknowledge the vital contributions that Indigenous peoples, employees, and partners make to our business and the communities in which we live and work.

COMPANY OVERVIEW

At Hospitality Superstore, we are proudly Australian and family-owned company, driven by a deep commitment to environmental sustainability and social equality. With a close-knit team of dedicated individuals, we strive to make a meaningful impact—locally and globally—by integrating responsible practices into every aspect of our operations.

We believe that true progress comes from collaboration and shared values. That's why we partner exclusively with suppliers who uphold the same ethical and environmental standards we do—ensuring that every product and service we offer contributes to a healthier planet and a fairer society. Together, we are building a future where business success goes hand-in-hand with environmental stewardship and social responsibility.

SAFE WORK METHOD STATEMENT

At Hospitality Superstore, we are committed to providing a safe, healthy, and supportive work environment for all employees, contractors, and visitors. We prioritise the wellbeing of our people by actively identifying and managing risks, complying with all relevant health and safety legislation, and fostering a culture of continuous improvement. Through training, consultation, and proactive safety practices, we empower our team to take responsibility for their own safety and the safety of others. Our goal is to ensure that everyone returns home safely every day.

WORKPLACE HEALTH AND SAFETY COMMITTEE

The Workplace Health and Safety (WHS) Committee at Hospitality Superstores is dedicated to fostering a safe, compliant, and proactive workplace environment. Our committee ensures adherence to regulatory requirements, identifies potential hazards, and implements measures to safeguard all employees, visitors, and stakeholders.

1) *Risk Assessment & Hazard Identification: Conduct regular inspections and risk assessments to proactively address safety concerns.*
2) *Compliance & Regulation: Ensure all workplace activities comply with relevant health and safety laws and industry standards.*
3) *Incident Investigation & Prevention: Respond to workplace incidents by reviewing procedures and implementing preventative measures.*
4) *Training & Awareness: Organize ongoing WHS training sessions and distribute safety-related information to staff.*
5) *Communication & Feedback: Provide a structured platform for employees to discuss and report safety concerns, ensuring prompt action is taken.*

COMMITTEE MEMBERS & ROLES

Dane Nicholson – Managing Director
As the Managing Director, Dane oversees overall WHS strategy, ensuring that company policies align with workplace health and safety laws and best practices. He provides leadership in risk management and compliance.

Kathryn Kaipia – Operations Manager
Kathryn ensures that operational workflows adhere to WHS protocols, focusing on efficiency without compromising employee safety. She works closely with department heads to implement safety measures across different teams.

Jie Walsh – General Manager
Jie contributes by ensuring that client interactions and external sales processes uphold safety standards. His role involves maintaining safe practices in outbound operations and ensuring customer-facing personnel are trained in workplace safety procedures.

Christian Torrent – Warehouse Manager
Christian is responsible for the safety of all warehouse operations, including storage, handling, and transportation of goods. He oversees workplace ergonomics and equipment safety, ensuring compliance with WHS regulations.

Sandra Uzelac – Showroom Manager
Sandra helps to maintain a safe environment for showroom staff and visitors. She ensures proper incident reporting, compliance with showroom safety standards, and assists in emergency preparedness initiatives.

Committee Meetings & Reporting
The WHS Committee meets monthly to discuss safety developments, review incidents, and assess risk mitigation strategies. Regular reports are generated to track progress and ensure continuous improvement in workplace safety.

SAFETY INITIATIVES & PROGRAMS

1) *Emergency Response Planning: Regular fire drills, evacuation procedures, and first aid readiness programs.*
2) *Hazard Reporting System: Clear and accessible channels for staff to report hazards or safety concerns.*
3) *Workplace Ergonomics: Evaluation and implementation of measures to support employee well-being.*
4) *Safety Training Workshops: Practical sessions covering relevant topics such as manual handling, PPE usage, and emergency response.*
5) *Mental Health & Well-being: Programs to support staff health and wellness as part of a holistic WHS approach.*

AVAILABLE FOR ALL HOSPITALITY TEAM MEMBERS

The Employee Handbook sets out the Employer's rules and regulations, the policies and procedures relating to employment at Hospitality Superstore and also contains information on staff members' benefits and protections. All employees are required to comply with the Employee Handbook (available on request for external viewing).

We ensure that our health and safety practices are accessible and clearly communicated to everyone, regardless of role or background. By identifying and managing risks, complying with relevant legislation, and fostering a culture of shared responsibility, we empower every team member to contribute to a safe working environment. Through ongoing training, open communication, and inclusive practices, we aim to ensure that every individual feels supported and returns home safely each day.

Employee Handbook covers but not limited to:

1) *Safeguards / Bullying and harassment*
2) *Equal opportunities and anti-discrimination*

EMPLOYEE ASSISTANCE PROGRAM

Bright HR is an external company used by Hospitality Superstore to provide all employees access to a free and c onfidential employee assistance program that offers professional support for employee well-being including personal counselling, financial resources, legal help, research and referral services, and more. Through Bright HR, along with external support for our team members we are able to offer E-Learning for topic that directly affect Equality, diversity & inclusion awareness / Sexual harassment in the workplace / Mental health awareness.

Bright HR covers/documents available but not limited to:

1) *Employee Handbook*
2) *Health & Safety Handbook*
3) *Health & Safety Manual*
4) *Safe Operating Procedures*
5) *Risk Management*

CONCLUSION

The Hospitality Superstores Workplace Health and Safety Committee is committed to fostering a culture of safety and awareness within the organization. Through collaboration, education, and diligent monitoring, we ensure a secure and compliant working environment for all.

ENVIRONMENTAL IMPACT STATEMENT

Here at Hospitality Superstore, we recognise our responsibility to protect and preserve the environment for future generations. As a proudly Australian, family-owned business, we are committed to reducing our environmental footprint through thoughtful, sustainable practices across all areas of our operations.

Our Commitments:

1. SUSTAINABLE SOURCING:

We partner exclusively with suppliers who share our environmental values, prioritising those who use renewable resources, ethical production methods, and low-impact logistics.

a) **Supplier Transparency:** *We maintain close relationships with all our suppliers and understand their factory baselines to ensure ethical and sustainable operations.*

b) **Accountability:** *We hold our suppliers accountable for the quality and sustainability of the goods they deliver, ensuring they meet our standards.*

c) **Efficient Logistics:** *We promote mass deliveries to reduce the number of transport trips, helping to lower emissions and road congestion.*

d) **Shared Values:** *We actively support and promote suppliers who demonstrate a commitment to renewable resources, ethical production, and low-impact logistics.*

By fostering strong, values-driven partnerships, we ensure that our supply chain reflects our commitment to sustainability and responsible business.

2. WASTE REDUCTION:

We actively minimise waste through recycling, composting, and reducing single-use materials in our workplace and supply chain.

a) **Recycling Packaging Materials:** *We recycle incoming packaging and encourage our suppliers to use recyclable or biodegradable materials.*

b) **Reusing Boxes**: *Where possible, we repurpose boxes for dispatching goods, reducing the need for new packaging. We repurpose cardboard boxes by processing them through our cardboard shredding machine, creating soft, protective packaging material. This sustainable approach helps minimise waste while ensuring our products are securely cushioned during transit to prevent damage.*

c) **Reusable Tote Bags:** *We offer reusable tote bags to customers to help reduce single-use plastic waste.*

d) **Supplier Alignment:** *We actively promote and partner with suppliers who share our waste-conscious values and demonstrate sustainable practices.*

These efforts reflect our belief that small, consistent actions can lead to meaningful environmental impact.

3. ENERGY EFFICIENCY:

We continuously seek ways to reduce our energy consumption, including the use of energy-efficient equipment and exploring renewable energy options.

a) **Energy-Efficient Equipment:** *We use current models of energy-efficient equipment throughout our operations to reduce power usage and environmental impact.*

b) **Product Promotion:** *We actively promote and sell energy-efficient products to help our customers make more sustainable choices.*

c) **Staff Training:** *We provide training for our office staff on energy-saving practices, encouraging mindful use of lighting, heating, cooling, and electronic devices.*

d) **Exploring Renewables:** *We are continuously exploring renewable energy options to further reduce our reliance on non-renewable sources.*

4. CARBON AWARENESS:

We monitor and aim to reduce our carbon emissions, with a long-term goal of achieving carbon neutrality.

a) **Conduct a Carbon Audit**: *Assess emissions from electricity, transport, packaging, and supply chain activities.*

b) **Energy Efficiency:** *Upgrade to energy-efficient lighting, appliances, and HVAC systems.*

c) **Transport:** *Encourage carpooling, use of electric vehicles, or consolidate deliveries to reduce fuel use.*

d) **Digital Practices:** *Reduce printing and switch to cloud-based systems to lower energy consumption.*

e) **Supplier Collaboration:** *Work with suppliers to reduce emissions across the supply chain.*

5. EDUCATION & ENGAGEMENT:

We empower our team and community with knowledge and tools to make environmentally responsible choices, both at work and at home.

a) **Training:** *Educate staff on carbon-conscious practices.*

We understand that sustainability is a journey, not a destination. Through transparency, accountability, and continuous improvement, we strive to lead by example and contribute to a healthier planet.

SUSTAINABILITY POLICY

We are committed to supporting and contributing to the Australian Government's APS Net Zero 2030 target, which aims to achieve net zero greenhouse gas emissions from government operations by 2030. Through our sustainability initiatives and responsible practices, we strive to play our part in helping reach this important national goal.

Purpose & Scope
The purpose of this Sustainability Policy is to outline Hospitality Superstore's commitment to integrating environmental, social, and governance (ESG) principles into our operations. This policy applies to all staff, suppliers, contractors, and partners, and aligns with our company's mission and values.

Leadership & Accountability
The implementation and oversight of sustainability efforts are the responsibility of all Management / Leadership roles / Staff. With the training, guidance and leading by example by the owner/operator, General Manager, Operations Manager, Sales Manager.

Environmental Commitments
Hospitality Superstore is committed to reducing our environmental footprint through various initiatives: - Energy use and emissions reduction - Waste management and recycling - Water conservation - Biodiversity and land use

Social Responsibility
We uphold ethical sourcing and supplier standards, fair labour practices, and modern slavery prevention. Our social responsibility efforts include community engagement, support for local initiatives, and diversity, equity, and inclusion (DEI) commitments.

Governance & Compliance
Hospitality Superstore adheres to relevant laws and regulations, including the Modern Slavery Act 2018 (Cth) and environmental laws. We have established risk management and due diligence processes, whistleblower protections, and grievance mechanisms.

Monitoring & Reporting
We measure progress through key performance indicators (KPIs). Internal reviews and public reporting are conducted regularly, and continuous improvement mechanisms are in place.

Stakeholder Engagement
Hospitality Superstore involves employees, customers, suppliers, and the community in our sustainability efforts. We maintain transparent communication and actively engage stakeholders in our initiatives.

Policy Review
This Sustainability Policy will be reviewed and updated annually. The Sustainability Officer is responsible for the review process, ensuring that the policy remains relevant and effective.

Energy & Emissions Reduction Initiatives

a) **Vehicle Fleet:** *Streamlining our logistics to reduce fuel consumption and emissions. Partnered with Courier companies*

b) **Energy-Efficient Equipment:** *Use and promote the latest energy-efficient models in your operations and product offerings.*

c) **Supplier Engagement:** *Partner with suppliers who produce energy-efficient products and operate with low-impact logistics.*

d) **Customer Education:** *Provide clear, accessible information to customers about the benefits of energy-efficient products and how they reduce long-term costs and environmental impact.*

e) **Smart Office Practices:** *Implement energy-efficient lighting, and power-saving settings on all office equipment.*

f) **Green Building Materials:** *Use sustainable materials in packing and displaying products and orders.*

g) **Staff Training:** *Educate employees on energy-saving behaviours and sustainability practices in the workplace.*

h) **Carbon Tracking & Offsetting:** *Monitor your carbon footprint to strive to achieve company targets.*

i) **Invest in green technology and innovation:** *This includes; smart logistics programs & smart-freight.*

j) **Create a sustainability leadership program for staff**.

k) **Foster a culture of innovation and continuous improvement**.

SUSTAINABILITY POLICY ROADMAP

PHASE 1: INITIAL STEPS
PHASE 2: IMPLEMENTATION
PHASE 3: OPTIMIZATION
PHASE 4: LONG-TERM GOALS

We are committed to supporting and contributing to the Australian Government's APS Net Zero 2030 target, which aims to achieve net zero greenhouse gas emissions from government operations by 2030. Through our sustainability initiatives and responsible practices, we strive to play our part in helping reach this importantnational goal.

PHASE 1: INITIAL STEPS

- *Vehicle Fleet: Streamlining our logistics to reduce fuel consumption and emissions. Partnered with courier companies.*
- *Energy-Efficient Equipment: Use and promote the latest energy-efficient models in our operations and product offerings.*
- *Supplier Engagement: Partner with suppliers who produce energy-efficient products and operate with low-impact logistics.*
- *Customer Education: Provide clear, accessible information to customers about the benefits of energy-efficient products and how they reduce long-term costs and environmental impact.*

PHASE 2: IMPLEMENTATION

- *Smart Office Practices: Implement energy-efficient lighting and power-saving settings on all office equipment.*
- *Green Building Materials: Use sustainable materials in packing and displaying products and orders.*
- *Staff Training: Educate employees on energy-saving behaviours and sustainability practices in the workplace.*

PHASE 3: OPTIMIZATION

- *Carbon Tracking & Offsetting: Monitor our carbon footprint and invest in certified carbon offset programs to balance unavoidable emissions.*
- *Green Technology Investment: Invest in smart logistics and energy-efficient systems.*

PHASE 4: LONG-TERM GOALS

- *Sustainability Leadership Program: Create a leadership program to empower staff in sustainability initiatives.*
- *Culture of Innovation: Foster a workplace culture of continuous improvement and innovation in sustainability.*

Hospitality Superstore is committed to supporting the Australian Government's APS Net Zero 2030 target by implementing a structured sustainability roadmap. This includes reducing emissions through logistics improvements, energy-efficient equipment, and supplier partnerships. The company also focuses on customer education, smart office practices, and sustainable materials. As part of its long-term strategy, it invests in carbon tracking, green technology, and staff development to foster a culture of innovation and continuous improvement in environmental responsibility.

ETHICAL SUPPLIER MISSION

We believe that ethical business is good business. That's why we work exclusively with suppliers who share our core values—ensuring that every product and partnership reflects our commitment to fairness, transparency, and respect for human rights.Committed to secure ongoing local jobs with fair pay and safe working conditions.

a) **Supplier Code of Conduct:** *Require all suppliers to agree to and uphold a code of conduct that includes fair labour practices, safe working conditions, and environmental responsibility.*

b) **Regular Audits & Assessments:** *Conduct regular reviews and site visits to ensure suppliers meet ethical and legal standards.*

c) **Local Supplier Preference:** *Prioritise partnerships with local suppliers to support community employment and reduce environmental impact.*

d) **Transparent Communication:** *Maintain open, honest communication with suppliers to build trust and ensure alignment on values.*

e) **Contractual Commitments:** *Include ethical sourcing clauses in supplier agreements to formalise expectations.*

f) **Training & Support:** *Provide resources and guidance to help suppliers improve their practices where needed.*

g) **Promote Ethical Partners:** *Actively promote and celebrate suppliers who demonstrate leadership in ethical and sustainable practices.*

h) **Traceability:** *Ensure transparency in the supply chain by tracking the origin of materials and labour conditions.*

i) **Continuous Improvement:** *Regularly review and update sourcing policies to reflect evolving best practices and legislation (e.g., Modern Slavery Act compliance).*

DOMESTIC VIOLENCE MISSION

Family or domestic violence refers to acts of violence that occur between people who have, or have had, an intimate relationship, or between family members. This violence may include (but is not limited to): Physical, emotional or psychological abuse, assault, sexual assault or other sexually abusive behaviour, stalking, threats, coercion, repeated derogatory taunts, intentionally damaging or destroying property, intentionally causing death or injury to an animal, economic abuse such as unreasonably denying financial autonomy or unreasonably withholding the financial support needed to meet reasonable living expenses, controlling or dominating another family member and causing them to feel fear for their safety or wellbeing, or for the safety and wellbeing of another person, behaviour by a person that causes a child to hear, witness or otherwise be exposed to the effects of family violence, preventing a person from making or keeping connections with their family, friends or culture, and unlawfully depriving someone of their liberty. Family and domestic violence can become a WHS issue if the perpetrator makes threats, intimidates or carries out violence on a partner or family member at the workplace, including if working from home.

If your workers witness or see signs of family and domestic violence while undertaking work, you should contact 1800 RESPECT for advice.

Confidentiality
It is important that workplaces develop supportive environments in which workers feel safe to discuss family and domestic violence issues. All workers should be made aware of any mandatory reporting obligations that you have as the employer, either under state and territory laws or as part of the worker's employment contract, that may limit confidentiality. For example, this may include where there is a reasonable belief that child abuse is occurring.
Internal Domestic and Family Violence (DFV) Workplace Policy

Purpose
Hospitality Superstore is committed to fostering a safe and supportive workplace for employees affected by domestic and family violence (DFV). This policy outlines the support available to employees and the company's zero-tolerance stance on DFV.

Scope
This policy applies to all employees of Hospitality Superstore, including full-time, part-time, casual, and contract staff. It also extends to business operations and interactions with clients and suppliers.

Hospitality Superstore has a zero-tolerance approach to DFV and will take appropriate action to support affected employees and ensure a safe workplace. This includes:

a) *Providing workplace support and accommodations to affected employees.*
b) *Ensuring confidentiality and sensitivity when handling DFV-related disclosures.*
c) *Taking disciplinary action against employees who use company resources or time to perpetuate DFV.*

Support for Employees Affected by DFV
Hospitality Superstore offers various support mechanisms for employees experiencing DFV, including:

a) **Paid DFV Leave:** *Employees can access up to 10 days of paid DFV leave per year, in accordance with Fair Work Australia guidelines.*

b) **Flexible Work Arrangements:** *Employees may request changes to work hours, remote work options, or duty modifications to ensure their safety.*

c) **Confidential Assistance:** *Employees can access an Employee Assistance Program (EAP) for counselling and support services.*

d) **Security Measures:** *Workplace safety plans may be implemented, including restricted access to company premises where necessary.*

Reporting and Confidentiality
Employees affected by DFV can disclose their situation to their manager, BrightHR, or another trusted leader within the organization. Hospitality Superstore is committed to maintaining strict confidentiality and will only share information on a need-to-know basis to ensure employee safety.

Responsibilities of Managers and Colleagues
Managers and colleagues play a critical role in supporting affected employees. Responsibilities include:

a) *Recognizing signs of DFV and providing non-judgmental support.*

b) *Referring employees to available resources and workplace support options.*

c) *Maintaining confidentiality and ensuring a safe, inclusive workplace.*

Compliance and Review
Hospitality Superstore will periodically review and update this policy to ensure continued compliance with national regulations and best practices. Non-compliance with this policy may result in disciplinary action

Compliance for Staff
By working at Hospitality Superstore, employees agree to uphold and abide by this policy to ensure a respectful, safe, and supportive workplace environment. If you are affected by domestic or family violence or if you need assistance, we encourage you to reach out to HR, your manager, or any member of our leadership team. You can do so with the assurance that we will support you and take appropriate action with compassion and discretion. Please remember that we are committed to your well-being and safety, and we will work with you to ensure that you have the necessary support to navigate this challenging time.

WORKPLACE SUPPORT & POLICIES

1. **Zero Tolerance Policy:**

a) *Clearly state that the company does not tolerate domestic and family violence (DFV) and is committed to supporting affected employees.*

b) *Include this policy in employee handbooks, contracts, and onboarding materials.*

2. **Confidential Support & Resources***:*

a) *Provide access to Employee Assistance Programs (EAPs) or external DFV support services.*

b) *Offer confidential counselling and helplines for affected staff.*

3. **Leave & Workplace Flexibility***:*

a) *Ensure employees experiencing DFV can access paid domestic violence leave as per Fair Work Australia guidelines.*

b) *Provide flexible working arrangements (e.g., adjusted hours, remote work) for those in unsafe situations.*

4) *Training & Awareness:*

a) *Educate managers and HR personnel on recognizing DFV signs and handling disclosures sensitively.*

b) *Promote awareness through posters, newsletters, and internal communications.*

5) *Whistleblower & Reporting Mechanisms:*

a) *Establish confidential reporting channels for employees to seek help or report DFV concerns.*

b) *Ensure non-retaliation policies for employees who disclose DFV issues.*

COMPLIANCE FOR SUPPLIERS

Supplier Expectations & Ethical Sourcing

1. **Supplier Code of Conduct:**

a) *Require suppliers to uphold a zero-tolerance stance on DFV in their workplaces.*

b) *Include DFV prevention measures in contracts and agreements.*

2. **Safe & Fair Workplaces:**

a) *Assess supplier policies on workplace safety and support for employees affected by DFV.*

b) *Encourage suppliers to implement EAPs or helplines for affected workers.*

3. **Due Diligence & Monitoring:**

a) *Conduct supplier audits to ensure compliance with ethical workplace practices.*

b) *Prioritize suppliers that demonstrate strong DFV prevention and support policies.*

4. **Collaboration & Improvement:**

a) *Work with suppliers to develop DFV awareness initiatives within their businesses.*

b) *Provide guidance on integrating DFV support policies into their operations.*

ONGOING MONITORING & COMMITMENT

1. **Policy Reviews & Updates:**

a) *Regularly update DFV policies to align with evolving legal and best-practice standards.*
b) *Review internal support mechanisms to ensure effectiveness.*

2. **Annual Reporting & Transparency:**

a) *Maintain records of DFV-related workplace initiatives and supplier compliance efforts.*
b) *Voluntarily report progress on DFV initiatives in corporate social responsibility statements.*

By embedding these policies, Hospitality Superstore reinforces its commitment to a safe and supportive workplace while promoting ethical business practices across its supply chain. We take immediate and appropriate action in the event of a disclosure of domestic or family violence, providing support to affected employees while also ensuring a safe and respectful workplace for everyone.If you or someone you know is affected by domestic and family violence, please don't hesitate to reach out for support. We are here to help.

LEGAL RESPONSIBILITIES AS A SMALL BUSINESS EMPLOYER.

Hospitality Superstore to be aware that the Fair Work Act provides minimum entitlements for employees. Employers can provide more than the minimum entitlements under:

a) *workplace policies*
b) *enterprise agreements*
c) *an individual agreement with an employee, such as an employment contract.*

Under the Fair Work Act, eligible employees can take up to 10 days of paid family and domestic violence leave. They may also:

a) *request flexible working arrangements*
b) *take paid or unpaid personal/carer's leave, in certain circumstances.*

Paid family and domestic violence leave key points

a) *Employees can access up to 10 days of paid family and domestic violence leave each year.*
b) *Full-time, part-time and casual employees can access it.*
c) *Employees experiencing family and domestic violence can take it if they need to do something to deal with the impact of family and domestic violence and it's not practical for them to do so outside of their work hours.*
d) *Employees (including part time and casual employees) get the 10 days upfront. It's not pro-rated.*
e) *The leave renews every year but doesn't accumulate.*
f) *It's paid at the full rate of pay for hours the employee would have worked (or rostered to work for casual employees) in the period they took the leave.*
g) *There are important rules about what must and must not be included on an employee's pay slip when they take it.*
h) *Employers have to take reasonable steps to ensure confidentiality is kept.*

When employees can take this leave

An employee must be experiencing family and domestic violence to be eligible to take paid family and domestic violence leave. The employee can take this paid leave if they need to do something to deal with the impact of family and domestic violence and it's not practical for them to do so outside of their work hours.
For example, this could include: `

a) Making arrangements for their safety, or safety of a close relative (including relocation)
b) Attending court hearings
c) Accessing police services
d) Accessing support services
e) Attending healthcare, such as counseling, therapy or doctor's appointments ` attending Appointments with financial counsellors or legal professionals. The leave doesn't need to be taken all at once.

It can be taken as:

a) a few hours on a day (if you and your employee agree)
b) a single day
c) separate periods of one or more days
d) a single continuous 10-day period

How the leave accrues

Employees get 10 days of paid family and domestic violence leave upfront, including for full-time, part time and casual employees. The leave isn't pro-rated. An employee's entitlement to this leave renews every year on the employee's work anniversary. It doesn't accumulate from year to year if it isn't used.

Payment for the leave

Full-time and part-time employees are paid their full pay rate for the hours they would have worked if they weren't on the leave. Casual employees are paid their full pay rate for the hours they were rostered to work in the period they took the leave. If a casual employee takes the leave during a period they weren't rostered to work, they don't need to be paid for that period.

Evidence for the leave

Employers can ask an employee for evidence to show that the employee took the leave to deal with the impact of family and domestic violence and that it's not practical to do that outside of their work hours. The evidence must convince a reasonable person that the employee took the leave for this purpose. An employer also doesn't always need to keep this evidence but can see and cite it. If the employee doesn't provide the requested evidence, they may not be eligible to take the leave.

Types of evidence can include:

a) A statutory declaration
b) Documents issued by the police service
c) Documents issued by a court, or
d) Family violence support service documents.

Confidentiality

Employers must take reasonable steps to keep any information about an employee's situation that they receive as part of an employee taking the leave confidential.

This includes:

a) Information about the employee giving notice that they're taking the leave

b) Any evidence they provide.

Employers can disclose this information in some limited situations. For example, if:

c) It's required by law

d) It's necessary to protect the life, health or safety of your employees or another person

e) Your employee consents.

Employers should also make sure that pay slips do not mention paid family and domestic violence leave.

For people affected by family and domestic violence
1800RESPECT (1800 737 732) https://www.1800respect.org.au/
1800RESPECT is the national domestic, family and sexual violence counselling, information and support service. If you or someone you know is experiencing, or at risk of experiencing, domestic, family or sexual violence, call 1800RESPECT on 1800 737 732 or visit 1800RESPECT.org.au. In an emergency, call 000.

1800RESPECT Service Directory https://1800respect.org.au/services The 1800RESPECT online service directory is a free national database which lists state and territory community-based service support services for domestic, family and sexual violence. Full Stop Australia 1800 385 578 https://fullstop.org.au/ Full Stop Australia offers confidential, trauma specialist counselling for people of all genders who are impacted by sexual, domestic or family violence and abuse. They also offer these services to friends, colleagues and family members.

For men who have concerns about family and domestic violence

MensLine Australia 1300 78 99 78 https://mensline.org.au
MensLine Australia is the national telephone and online support, information and referral service for men with family and relationship concerns. The service is available from anywhere in Australia and is staffed by professional counsellors, experienced in men's issues.

Men's Referral Service 1300 766 491 (NSW & TAS Open 24/7; ACT, NT, QLD, SA, VIC & WA Weekdays 8am-9pm, Weekends 9am5pm) https://www.ntv.org.au The Men's Referral Service is a national telephone counselling, information and referral service available to support men who are using violent and controlling behaviour.

Hospitality Superstore Supports
Fair Work Online: www.fairwork.gov.au
Fair Work Infoline: 13 13 94

MODERN SLAVERY COMPLIANCE

This statement has been prepared in alignment with the principles of the Modern Slavery Act 2018 (Cth). Modern slavery encompasses serious forms of exploitation, including trafficking in persons, slavery, servitude, forced marriage, forced labour, debt bondage, deceptive recruitment, and the worst forms of child labour. These practices violate fundamental human rights and have no place in our operations or supply chains. At Hospitality Superstore, we are committed to upholding the highest standards of ethical conduct. We maintain a zero-tolerance approach to modern slavery in all its forms and are dedicated to identifying, preventing, and addressing any risks within our business and among our supply partners.

We take proactive steps to:

1) Understand and assess risks of modern slavery in our operations and supply chains.
2) Work only with suppliers who share our values of fairness, transparency, and respect for human rights.
3) Promote safe, fair, and lawful working conditions across all tiers of our supply network.
4) Support local employment with fair pay and ethical labour practices.
5) Continuously improve our policies and practices to align with evolving standards and expectations.

We expect all our suppliers and partners to comply with the principles outlined in this statement and to join us in our commitment to ethical and responsible business.

Company Outline for this Act

With annual consolidated revenue of less than $100 million in the 2023-2024 Financial Year, Hospitality Superstore is not subject to Australian Modern Slavery Act 2018. However, to demonstrate the Company's commitment to preventing the occurrence of modern slavery within our operations and supply chains, Hospitality Superstore has developed a voluntary modern slavery statement. This statement identifies our commitment, approach, and the steps we have and are taking to identify, evaluate and address the risk of modern slavery in our Company and supply chain in line with the Australian Modern Slavery Act 2018. Hospitality Superstore has zero tolerance for any form of modern slavery, including forced, compulsory or child labour. Our company is committed to preventing the existence of modern slavery within our assets and supply chains, irrespective of their location.

Compliance for Staff Even though the company is not legally required to report under the Australian Modern Slavery Act 2018, adopting ethical employment practices strengthens compliance and corporate responsibility:

a) Fair Employment Practices: - Ensure all staff receive fair wages and work under legal conditions, in line with Australian workplace laws. - Conduct regular audits of payroll and working conditions to confirm compliance with Fair Work Australia regulations.
b) Training & Awareness: - Provide modern slavery awareness training for employees, particularly those involved in procurement and supply chain management. - Educate staff on identifying and reporting potential cases of exploitation.
c) Whistleblower Policy: - Implement a confidential reporting mechanism to allow employees to raise concerns about unethical practices without fear of retaliation.

Compliance for Suppliers Given that our business sources hospitality equipment, supplier compliance is crucial to mitigating risks of modern slavery in global supply chains.

a) Supplier Code of Conduct: - Develop and distribute a Supplier Code of Conduct that outlines expectations regarding ethical sourcing, fair wages, and safe working conditions. - Require suppliers to commit to these standards as a condition of doing business.

b) Supplier Audits & Risk Assessments: - Identify high-risk suppliers, particularly those sourcing goods from regions with known modern slavery risks. - Conduct due diligence on new and existing suppliers, including requesting modern slavery statements, ethical sourcing certifications, or third-party audit reports.

c) Contractual Obligations: - Include modern slavery compliance clauses in supplier agreements, requiring adherence to ethical labour practices. - Reserve the right to terminate contracts if suppliers fail to meet ethical standards.

d) Engagement & Support: - Work with suppliers to improve labour conditions through collaboration rather than just enforcement. - Provide guidance or connect suppliers with ethical sourcing initiatives if gaps are identified.

Potential risks in our operations and supply chains As we purchase and on sell hospitality products and commercial catering equipment which may be sourced from overseas locations, we have taken the position that there may be a risk within our direct supply chain and/ or an unmapped risk within our suppliers.

a) Chain of production.

b) Actions we have taken to address risks has a Modern Slavery Policy that we have developed to address the risks of Modern Slavery within our operations and supply chain.

We request that all local and international suppliers, sub-contractors, manufacturers and agents, or other business partners sign an agreement to operate in accordance with the following minimum standards:

a) The supplier must guarantee the business has no forced or compulsory labour, or engage in such practices, in any form whatsoever.

b) The supplier does not employ, or make use of, children under the age of 14 for production, manufacturing or assembly tasks.

c) The supplier respects the freedom of workers to join trade unions or civil society body's and allows them to be represented by the organizations of their choice with no consequences on this choice

d) The supplier is to make certain worker are paid sufficiently in line with appropriate awards. applicable to the country, and/or so that they can meet their basic needs.

e) The supplier must ensure appropriate working conditions, with regards to the length of working time, are in place for their staff.

f) The supplier demonstrates equal opportunities in employment and pay by ensuring that no discrimination occurs on the grounds of race, colour, gender, political affiliation or religious belief.

This reflects the company's strong commitment to ethical business practices, including a zero-tolerance approach to all forms of modern slavery such as forced labour, child labour, and human trafficking. The company actively promotes fair employment, provides staff training, and maintains a whistleblower policy to ensure transparency and accountability.

To address risks in its supply chain—particularly those involving overseas sourcing—Hospitality Superstore has implemented a Modern Slavery Policy and requires all suppliers to adhere to strict ethical standards. These include fair wages, safe working conditions, freedom of association, and non-discrimination. The company also conducts risk assessments, includes compliance clauses in contracts, and supports suppliers in improving labour practices. Through these actions, Hospitality Superstore aims to uphold human rights and foster responsible sourcing across its operations.

TESTIMONIES FROM OUR MAJOR SUPPLIERS, TO SUPPORT THIS CRUCIAL ISSUED IN OUR MODERN-DAY WORK ENVIRONMENT:

Ethical Sourcing Policy

Bromic Group BPOL 3 – Ethical Sourcing Policy Prepared by Sue Tsoromokos Authorised by Scott Smith Review Page 1 of 2

Purpose

At Bromic Group we are committed to conducting our business in an ethical and responsible manner. We recognize our responsibility to ensure that our products are sourced in a way that promotes human rights, environmental sustainability, and fair labour practices.

Policy Requirements

If suppliers are unable to demonstrate a commitment to the Bromic Ethical Sourcing Policy, Bromic reserves the right to terminate the trading agreement.

Legal Requirements

All local laws and regulations regarding labour, health, safety, and the environment must be observed by suppliers. Suppliers must comply with the legal requirements of the countries in which they operate in addition to all elements of this Ethical Sourcing Policy.

Forced/Bonded Labour

- *Suppliers shall not use Forced, Bonded or Involuntary Labour.*
- *Employment shall be freely chosen.*
- *Workers will not be required to lodge deposits or identity papers with suppliers.*
- *Workers shall be free to leave their employment after reasonable notice has been given.*

Child Labour

- *Suppliers shall not use child labour. Child labour is defined as work that deprives children of their childhood, the opportunity to attend school and fulfil their potential and that is harmful to their physical and mental development.*
- *Suppliers must be able to verify the age of all employees to ensure no child labour is used. A child is defined as an individual who is younger than the local legal age for completion of compulsory education.*

Illegal labour

- *Suppliers shall not use Illegal Labour.*
- *Suppliers must be able to verify the legal entitlement of their employees to work in the country of employment.*

Working Hours

Working Hours must comply with applicable local laws.

Discrimination
There is 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.

Regular Employment
• To every extent possible work performed must be based on recognised employment relationships established through national law and practice.
• Employees who have a regular employment relationship with their employer are afforded several obligations from their employer relating to local labour and social security laws and regulations. These obligations shall not be avoided using labour-only contracting, sub- contracting, home-working arrangements, fixed term contracts or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment.

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.
Suppliers shall engage professional business ethics in all dealings. Suppliers shall not engage in bribery or corruption.
Sub-Contracting
Suppliers shall ensure that all its sub-contractors and suppliers providing materials or labour in the manufacture of goods for Bromic have an ethical sourcing programme which aligns to the Bromic Ethical Sourcing Policy.

Environment
• Suppliers must comply with local and national environmental laws and regulations.
• Suppliers shall strive to comply with international standards on environmental protection.
• Further Reference BPOL9 Environmental Management Commitment

Bygreen has a set of core values on which we build the company. These values define our daily behaviour and are at the heart of every decision we make. We are committed to operating a strict zero tolerance towards Modern Slavery in all forms and have and expectation that our supply partners comply with the principles outlined within this policy.

The scope of this policy applies to all Supply Chain activities and the individuals who operate within the supply chain. This Policy applies to all local and international suppliers, sub-contractors, manufacturers and agents, or other business partners of the Company who are employed by, act for, or represent Bygreen.

Policy Purpose
The purpose of the policy is to firstly demonstrate Bygreen's commitment to the eradication of Modern Slavery and all negative consequences that are associated with it.

Suppliers
Bygeen requires that all local and international suppliers, sub-contractors, manufacturers and agents, or other business partners conform and operate in accordance with the outlined standards in this policy. The suppliers are also able to provide relevant evidence and documentation to confirm compliance if requested.

Minimum Standards
The following minimum standards are to be agreed upon and able to be demonstrated if requested by all suppliers providing products to Bygreen.

- *The supplier must guarantee the business has no forced or compulsory labour, or engage in such practices, in any form whatsoever.*
- *The supplier does not employ, or make use of, children under the age of 14 for production, manufacturing or assembly tasks. The supplier respects the freedom of workers to join trade unions or civil society body's and allows them to be represented by the organisations of their choice with no consequences on this choice.*
- *The supplier is to make certain worker are paid sufficiently in line with appropriate awards applicable to*
- *the country, and/or so that they can meet their basic needs.*
- *The supplier must ensure appropriate working conditions, with regards to the length of working time, are in place for their staff.*
- *The supplier demonstrates equal opportunities in employment and pay by ensuring that no discrimination occurs on the grounds of race, colour, gender, political affiliation, or religious belief.*

Risk Identification/ Non-Conformance

Where a potential risk may be identified, Bygreen will support the supplier to implement plans which will mitigate the risk and allow the supplier to achieve compliance. In the instances where agreement and conformance with these standards cannot be provided by a supplier, Bygreen will seek to support the supplier to implement improvement plans and aid the supplier to achieve compliance. If any supplier, manufacturer or agent is not able to or willing to maintain the standards set out in this policy, and/or refuses to provide evidence, Bygreen will move to review the supplier's contract and terminate the agreement with the supplier.

Record Keeping

Bygreen will keep all information obtained from suppliers and compliance statements for a period of two (2) years for reference.

Anchor Packaging Pty Ltd (Anchor Packaging, "we," "us", "our") is committed to promoting ethical business practices that protect the integrity and wellbeing of workers in our operations and supply chain. This Policy outlines our commitment to addressing modern slavery risks within our operations and supply chain.

Potential indicators of modern slavery, whether past, current or future, must be reported as soon as possible to the Purchasing Manager or in accordance with our Whistle-blower Policy. Employees are encouraged to raise concerns about any possible modern slavery at the earliest possible stage. Modern slavery is a term used to describe situations where coercion, threats or deception are used to exploit victims and undermine or deprive them of their freedom. It is a crime in many jurisdictions and a violation of fundamental human rights. It takes various forms, such as:

Slavery: *where the offender exercises powers of ownership over the victim, including the power to make a person an object of purchase and use their labour in an unrestricted way.*
Servitude: *where the victim's personal freedom is significantly restricted and they are not free to stop working or leave their place of work and perceive that this situation is without end.*
Forced or compulsory labour: *where the victim is either not free to stop working or not free to leave their place of work.*
Debt bondage: *describes situations where the victim's services are pledged as security for a debt and the debt is manifestly excessive or the victim's services are not applied to liquidate the debt, or the length and nature of the services are not limited and defined.*
Forced marriage: *describes situations where coercion, threats or deception are used to make a victim marry or where the victim does not understand or is incapable of understanding the nature and effect of the marriage ceremony.*
Deceptive recruiting for labour services: *describes the situations where the victim is deceived about whether they will be exploited through a type of modern slavery.*
Worst forms of child labour: *is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is dangerous and harmful to children and/or interferes with their schooling.*
Human trafficking: *describes the recruitment, harbouring and movement of a person for exploitation through modern slavery*

Policy statement

Anchor Packaging will seek to assess and address modern slavery risks within our operations and supply chain by adopting the following approach:

- *Seeking to ensure that all of our employees are working of their own free will and in compliance with applicable laws;*
- *Complying with applicable laws regulating industrial relations; and seeking to raise awareness of modern slavery red flags in our operations and supply chains.*
- *Seeking to engage contractors and suppliers who uphold our commitment to address modern slavery risks:*
- *Wherever possible, including contractual terms requiring our suppliers to have in place, and maintain, adequate policies, controls, procedures and training designed to prevent, detect, assess, manage and remedy modern slavery in their operations and supply chains;*
- *Remedy modern slavery in their operations and supply chains;*

BioPak produces sustainable alternatives to conventional single-use packaging for the foodservice industry, offering carbon-neutral compostable packaging solutions made from rapidly renewable, plant-based raw materials. BioPak commits to act with integrity in all of our business operations and to actively implement the due diligence process and mitigation actions described above, to ensure human rights are respected in our supply chain.

We have met with all entities owned and controlled by BioPak, to frame our expectations, raise awareness and understand their approach in mitigating modern slavery risks. As part of the development of this statement, a Modern Slavery Working Group was established with senior executives from these subsidiaries and contribute to the development of the statement. Training material has been shared group-wide. The BioPak Group is also reporting on its modern slavery obligations on the UK's government

Modern Slavery Statement Registry.

Modern slavery can occur in every industry and sector. It is also often linked to other crimes and activities that adversely impact human rights, such as corruption and environmental damage. We have a corporate responsibility to take an active role to address potential modern slavery risks associated with our business. This statement sets out the steps aimed to identify and mitigate modern slavery in our supply chain, in accordance with the criteria in the Australian Modern Slavery Act 2018.

As a packaging brand that externalises manufacturing activities in Asia, it is important that we consider how our extended supply chain could potentially be linked to modern slavery.

Some of the possible risks identified in our operations and supply chains are:

- *Supply Chain traceability and transparency: the degree of integrity to meet ethical practices at lower levels in the chain is harder to control (tier two -and higher- suppliers provide materials and products to the supplier at the next higher level). The accessibility of information relies on the relationships formed with manufacturers and requires shared values and full transparency.*
- *Supply coming from countries where it is reported to have a high prevalence of modern slavery or labour rights violations, other human rights violations.*
- *Working with suppliers in regions that employ temporary, seasonal and/or migrant workers.*
- *Delivery timeframes that might require suppliers to engage in excessive working hours or to rapidly increase workforce size at minimal cost.*

Building an ethical supply chain is a high priority for BioPak. We have long-term relationships with the majority of our manufacturers, which gives us high levels of trust and commitment in regards to ethical practices.

As a result, we have thoroughly mapped our supply chain and updated some of our policies to create a robust due diligence system. All manufacturers are required to comply with our Code of Conduct and complete a detailed questionnaire which populates a scorecard. The scorecard is thoroughly assessed and improvement is requested when our requirements are not met.

While we rely on third-party audits based on international standards such as SEDEX or BSCI, in 2019 we started our own Ethical Audit program, in collaboration with our parent company, Duni Group.

Both our Code of Conduct and Audit program are specifically designed to address the risks associated with our supply chain (see Risk section above). Our Ethical Audit program has been suspended in 2020 due to the COVID19 pandemic but has resumed early 2022.

It includes some tailored support and training to help our manufacturers close any non-compliance issues found Follow up audits frequency is based on the initial score.

As part of our FSC (Forest Stewardship Council) certification, we comply with Core Labour requirements specified in standard FSC-STD-40-004 V3-1.

In addition, we have implemented an internal training program to educate all staff members on the topic of modern slavery.

We have defined the following internal key performance indicators to measure how effective we have been in mitigating modern slavery in our business and supply chains.
- *Number of manufacturers that have been audited by a third party (social audits by SEDEX, BSCI, etc);*
- *Number of social workshops organised by our local auditor at our manufacturers.*
- *Year on year improvement of manufacturers*

Our Commitment
BioPak commits to act with integrity in all of our business operations.

Reporting concerns
Potential indicators of modern slavery, whether past, current or future, must be reported as soon as possible to the Purchasing Manager or in accordance with our Whistle-blower Policy. Employees are encouraged to raise concerns about any possible modern slavery at the earliest possible stage.

This Policy applies to all Anchor Packaging employees, contractors, and suppliers.