

## Introduction

Vision Kitchens & Joinery believes in gaining our clients trust, strengthening our supply chain and related businesses, and having a positive impact in our communities and with the public.

Our company is committed to working together with our suppliers to create long term successful futures for all parties involved.

We are committed to upholding human rights for Vision Kitchens & Joinery workers and the workers in our supply chain. Our ethical sourcing and modern slavery policy outlines requirements from our suppliers, and we also encourage our suppliers to consult with us with any challenges they face with regards to this so we can assist with ongoing improvements.

This policy relates to all countries where the supply chain takes place and not limited by the supplier's country of origin.

Vision Kitchens & Joinery respects and endorses the UN Guiding Principles on Business and Human Rights and is committed to incorporating these principles into our business.

This policy highlights UN guiding principles and national/state laws - in cases where there are inconsistencies, the principle or law with the greater protection would apply.

## Our Minimum Requirements

### No Child Labour:

Suppliers shall comply with the national minimum age for employment and will not employ any person under the age of 15 years and they cannot have workers under 18 years perform night works. There must be documented procedures for Young Workers (Under 18 years). Suppliers must not stop a child the opportunity of attending school.

Note: Not all children's activities are considered child labour. Participation in activities that are seen as positive for the health, development or career prospects are not seen as areas to be addressed or eliminated.

### Employment Freely Chosen (Not Forced):

All workers are to be provided with employment contracts they are freely entered into and do not contravene any legal or human right. There shall be no forced labour or associated types of coercive or indentured servitude. The workers are free to take a job and leave at any time. No financial guarantees shall be taken nor retain their original identity documents.

### Equal Treatment:

There will be no discrimination of any type (age, race, sex etc) and all workers are to be treated with respect and dignity.

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**Compliance with Laws:**

All workers are to be paid a fair wage which includes overtime, benefits and must meet all legal, National and industry standards. All legal requirements must be adhered to as a minimum requirement.

Workers are not required to work excessive hours and overtime work is always voluntary. There shall be no discrimination for declining overtime.

All Laws regarding Workplace Health and Safety are to be adhered to, and in cases where there is minimal guidance, the supplier shall enforce systems that are to prevent injury and accidents in the workplace.

**Employment Freedom:**

Suppliers will not engage in bribery, favours or benefits that are seen as corrupt or that other interested parties in the supply chain would perceive as “dubious”. Suppliers will not enter into agreements that could be used as money laundering activities.

All workers are free to join unions, or associations and are able to enter collective bargaining agreements. Workers are also not to be intimidated or harassed when exercising their right to join or Not join these groups.

**Business Issues:**

**Working Conditions:**

All workers shall be provided a safe and hygienic working environment, in which they can perform their work safely without being exposed to any hazard, accidents and injuries. All necessary equipment shall be provided to the workers which will ensure their safety and security. Facilities, clean water and toilets shall be available to them.

**Conflicts:**

All conflicts with any dealings with Vision Kitchens & Joinery will be declared at the outset or at the first opportunity. No gift or any benefit shall be accepted/offered from and to any entity which could be considered a bribe. Any information the supplier is aware of that is related to Vision Kitchens & Joinery and conflicts with fair business standards shall be reporting through appropriate whistle-blower channels.

**Confidential Information:**

Vision Kitchens & Joinery and it’s suppliers shall not seek or use confidential information in relation to Vision Kitchens & Joinery, other suppliers or competitor activities. No Confidential information or Intellectual Property that is owned by Vision Kitchens & Joinery shall be shared with any third party(s) unless permitted in writing.

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**Permitted Workers:**

Only persons who have a legal right to work in the supplier country are permitted to be employed (or contracted) by the supplier. Relevant legal employment documentation confirming employment status/capability must be provided and approved prior to any employment contract being offered.

**Environmental Sustainability:**

All aspects of the supplier activities shall comply with National/State environmental laws and regulations. Disposal of production waste should be reviewed regularly to eliminate or minimise the impact on the environment.

Hazardous environmental activities shall be documented and managed according to legal requirements with the goal of reducing the impact on the environment.

Production waste shall be disposed of as per environmental laws and global standards.

The supplier will advise of any environmental compliance breach to Vision Kitchens & Joinery at the earliest opportunity.

**Breaches and Remedies:**

Suppliers, workers, contractors, or any interested parties may raise a concern or non-conformance with Vision Kitchens & Joinery. This may be reported anonymously (if allowed by law).

Vision Kitchens & Joinery will investigate all concerns and suppliers will provide transparency and assistance with relation to issues raised.

Suppliers and Vision Kitchens & Joinery will work together to address reported issues and document all corrective actions.

Approved By:

***Franco Nasso – Vision Kitchens & Joinery***

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