



Ethical Sourcing Policy

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As a privately owned Australian family business, Associated Cleaning Services is committed to managing our business in a manner that reflects our high ethical and moral values. Associated Cleaning Services is committed to upholding human rights, fair working conditions and environmental protection.

In accordance with expectations of our clients, the community, and the requirements of the law, 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 and ethical standards in our dealing with our clients and other key stakeholders is critical for our ongoing success. Associated Cleaning Services Ethical Sourcing Policy embodies our commitment to integrating ethical and socially responsible business practices into all aspects of operations.

This Policy aims to communicate a clear set of requirements for our suppliers and work with them to:

- Improve working conditions for workers in our supply chain, and
- Protect our corporate reputation and the trust in our brand by doing the right thing

Expectations

We expect our Suppliers to support the ethical standards set out in this Policy with regard to workplace safety, environment, fair pay and employment conditions.

We expect all our Suppliers to respect and comply with the criteria set out in this Policy and we will continue to work with and support those suppliers who demonstrate continual improvement. We expect Suppliers to apply this Policy equally and in full to sub-contractors working underneath them. We encourage our Suppliers to be open and honest about the challenges they face so we can help them find practical solutions. However, repeated non-compliance may lead to review or termination of contracts.

Ethical Standards Criteria

Suppliers are expected to meet the following criteria:

Business Integrity

Suppliers must demonstrate a high degree of professionalism and have a close affinity with our business ethics. In particular, honesty, 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 are strictly prohibited, whether given to obtain business or otherwise. Furthermore, in keeping with our conflict-of-interest policy, Suppliers are expected to avoid being placed in a situation where there is potential, actual or perceived conflict of interest.

Labour Rights

- Employment is freely chosen. There is no forced, bonded or involuntary labour
- Workers are not permitted or encouraged to incur debt through recruitment fees, fines or other means
- Workers are not required to lodge deposits or their identity papers with their employer and are free to leave their employer after reasonable notice.
- Freedom of association and the right to collective bargaining are respected
- Workers, without distinction, have the right to join or form trade unions of their own choosing and to collectively bargain, without prior authorisation from Suppliers' management.

Working Conditions

- Workers shall receive regular health and safety training, and such training shall be repeated for new or reassigned workers. Suppliers will keep records of training undertaken with workers and sub-contractors.
- Workers shall be trained in hazard and incident reporting processes
- Suppliers will ensure that personal protective equipment is available, and workers are trained in its use.
- Suppliers will ensure that equipment used is in good working order, is fit for purpose and has been maintained according to manufacturer's instructions. Electrical equipment is to be test and tagged on a six (6) monthly basis.

Child Labour

Use of child labour is strictly prohibited. Suppliers shall comply with the local minimum age requirement and shall not employ any person under the age of 15. Suppliers must verify the age of their workers and maintain evidence of workers' proof of age.

Living Wages

- Wages and benefits paid for a standard working week meet or exceed minimum national legal standards or industry benchmark standards. In any event, wages should always be enough to meet the basic needs and to provide some discretionary income.
- Suppliers must comply with all laws regulating local wages, overtime compensation, and legally mandated benefits
- All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about their particulars of their wages for the pay period concerned each time that they are paid.
- Deductions from wages as a disciplinary measure or any deductions from wages not provided for by law shall not occur without the expressed permission of the worker concerned.

Working Hours

- Working hours comply with any law and benchmark industry standards, whichever affords greater protection to ensure the health, safety and welfare of workers.
- 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

There is no discrimination in hiring, compensation, access to training, pay, benefits, promotion, discipline, termination or retirement based on race, caste, social background, ethnic and national origin, religion, age, disability, gender, pregnancy, 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 is 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 sub-contractors must be validated by the Supplier for their legal right to work by reviewing original documentation.

Regular Employment

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

More Information and Support

If you are an existing or prospective Supplier with questions or comments, please contact us at cc@associatedcleaning.com.au

I _____ have read and understood this policy and agree to the terms and conditions.

Name Signature Date

Version history		
Version Number Identifier	Date of Issue	Approved By
Initial policy write	15/09/2023	General Manager
Change logo	11/01/2024	General Manager