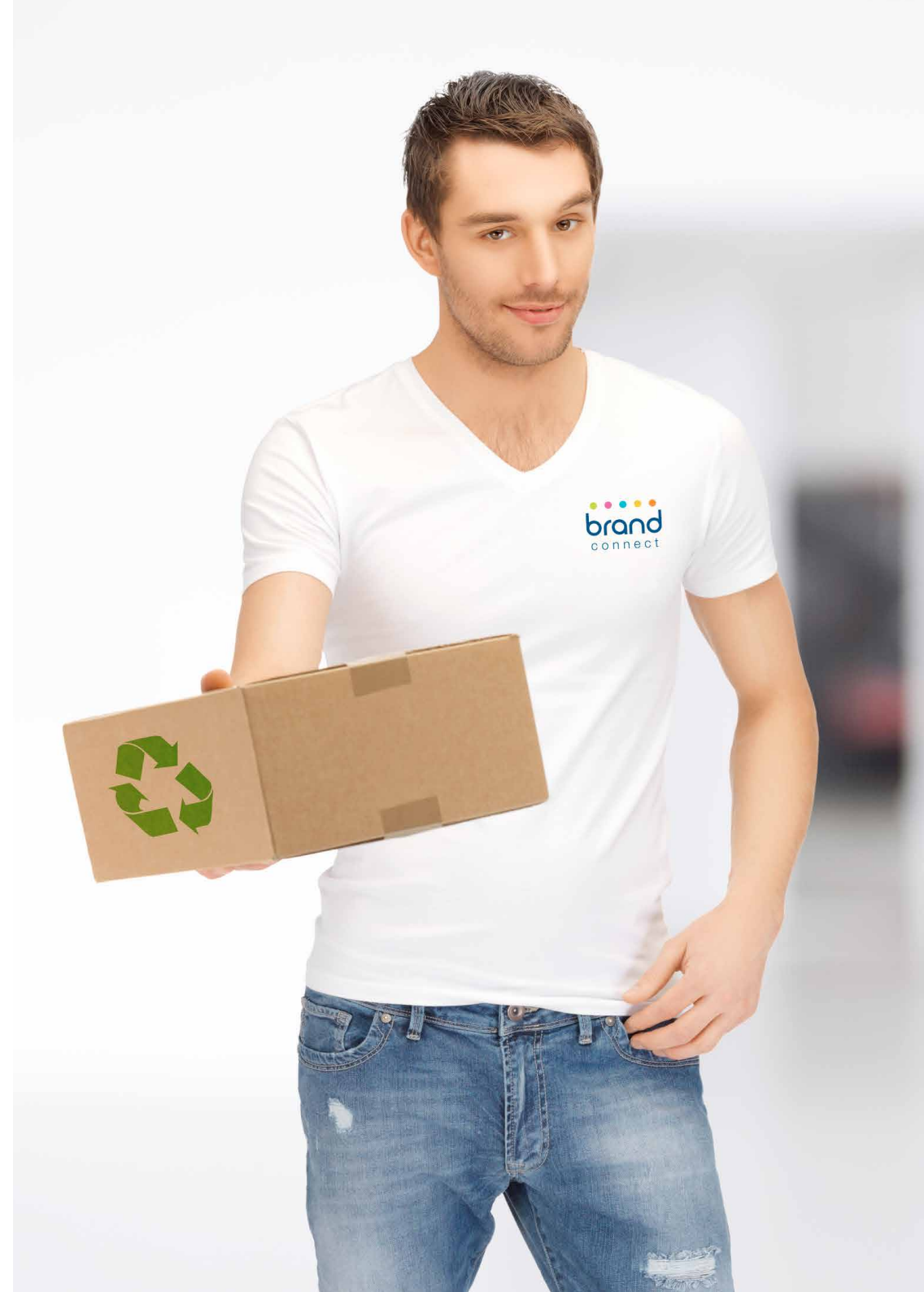




## Ethical Sourcing and Environmental Policy

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# why the need for ethical sourcing and sustainability?

Ethical sourcing and the sustainable manufacture are key to promoting the welfare and happiness of all people within the promotional products value chain. More and more businesses are reacting to the wishes of their customers by providing goods and services sourced from suppliers that ensure acceptable standards of working conditions and without causing environmental degradation.

Sustainability has become just as important as price as a reason for the purchase of one item over another. In response to this, Brandconnect have put in place our ethical sourcing and our environmental policy. These are set out within this document. For further information or to gain online access to these policies please contact:

## **Mark Hudson**

**d:** (08) 9328 6075

**p:** (08) 9328 6400 **m:** 0417 971 155

**e:** [mark.hudson@brandconnect.com.au](mailto:mark.hudson@brandconnect.com.au)

[www.brandconnect.com.au](http://www.brandconnect.com.au)



# brandconnects ethical sourcing policy

Brandconnect aims to provide its customers with quality products and value for money. In today's global market, this means sourcing products from a variety of locations nationally and internationally. We continually seek to ensure that the products and services we source are ethically produced.

Brandconnect are committed to ensuring:

- Products are sourced from suppliers who can demonstrate respect and comply with relevant laws (such as the International Labour Organisation (ILO) standards) in a responsible manner. Preference is given to suppliers who demonstrate their commitment to such policies by having their own policies in these areas.
- We work with suppliers to improve their social and environmental practices by sharing our values and business ethics and by sponsoring relevant environmental or social causes (donations).
- We provide clear guidance to our suppliers buying staff that we are keen to protect our corporate reputation, the reputation of our individual customers and their brands.

Brandconnect believes we must not only meet the expectations of our customers, we must exceed those expectations. To that end, we have adopted standards for the safety, quality and integrity of our products and processes and we are committed to respecting the rights of individuals and protecting the environment. We are dedicated to complying with all applicable regulations and laws and to conduct business in an ethical and responsible manner.

## Product Safety

We will comply with all applicable laws and regulations regarding safety of products we sell. We will meet applicable recognised voluntary industry standards for our products and processes.

## No Abuse of Labour

We will not use any form of forced labour, including indentured, prison, bonded or slave labour. We will not use physical or verbal harassment or abuse to discipline employees.

## No Child Labour

We will not use child labour. We will comply with all minimum age provisions of applicable laws and regulations.

## Freedom of Association

We respect the rights of employees to associate or organise without fear of reprisal or interference. If employees are represented by an organisation recognised under law, we respect the right to bargain collectively.

## No Discrimination

We will not discriminate in hiring and employment practices on the basis of age, nationality, race, religion, social status, ethnic origin, gender or disability.

## Hours and Wages

We will comply with all applicable wage, work hours, hiring, benefits and overtime laws and regulations. In the absence of law in a particular location relating to product safety, labour, employment, environment or working conditions, the spirit and intent of these policies shall be met.

## Work Conditions

We will provide a safe, healthy and secure workplace. We will abide by all applicable laws and regulations for safety and health. Proper sanitation, lighting, ventilation and fire safety protection will be provided.

## Environment

We abide by all applicable environmental laws and regulations. We will manage our environmental footprint to minimise the adverse impact on the environment. We will manage our energy, water, and waste systems for maximum efficiency and minimal adverse impact on the environment.

## Subcontractors and Sources

We require all business that support our business as subcontractors, manufacturers or sources of goods to comply with all of the same policies stated in our Commitment to Ethical and Responsible Conduct Policy. All subcontractors and suppliers are required to comply with all applicable and national laws.

We expect those businesses to develop and implement internal business procedures to ensure compliance with our policy.

Our suppliers must commit to following minimum requirements.

- Not to engage in acts of bribery and corruption
- Employment must be freely chosen with no forced, bonded or involuntary labour.
- Employees must have the right to join or form a trade union.
- Provide a safe and hygienic working environment.
- Not employ child labour as defined in the ILO Convention 138.
- Provide wages at least at or above the legal minimum for that country of origin.
- Working hours must comply with any law or legal industry standards.
- Facilities must comply with national and local environmental laws.

Any supplier found in breach of the above requirements will be removed from the Brandconnect preferred supplier registry.



# our commitment to social responsibility and the environment

Brandconnect is committed to upholding human rights, fair working conditions and environmental protection. We are committed to equal rights, anti-discrimination and fairness within the workplace. As such we employ people from a wide range of cultures and sexual orientations.

In accordance with the expectations of our customers, the community and the requirements of law, we endeavour to always operate responsibly within the global community and we expect the same of our suppliers.

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



# SA8000 and social accountability certification

Brandconnect source many of our products from Asia. Social Accountability International (SAI) is a global, multi-stakeholder standards setting organisation whose mission is to advance human rights of workers around the world. SAI established one of the worlds premier social standards SA8000, a recognised benchmark that is applicable to virtually all industry sectors. As such over 1.2 million workers are employed in 2,100 certified factories in over 60 countries.

To ensure corporate responsibility and reduce risk, Brandconnect are committed to only using factories that are SA8000 compliant or have been certified by other internationally recognised entities. This involves:

- Using suppliers that have SA8000 or equivalent social accountability certification.
- Risk assessments on all manufactured products.
- Comprehensive agreements with key suppliers in our supply chain.
- Product standards based upon Australian standards for every new product produced outside of Australia.
- Third party testing conducted on new products manufactured.
- In-line inspections conducted during production by representative agents.
- Final inspections and a production sample produced prior to final production commencing.



# our environmental policy

## Our commitment to our environment

We're committed to providing high quality services to businesses. However, we also recognise that it's our responsibility to manage the social and environmental impacts of what we do.

This responsibility includes:

- Making sure we understand what impact we have on the environment
- Finding new ways to reduce our impact
- Considering the environmental implications of any new decisions we make
- Complying with legislation, local by-laws, and any formal government policies
- Keeping our staff and contractors up to date with all of our environmental policies
- Constantly monitoring, reviewing and reporting on our processes

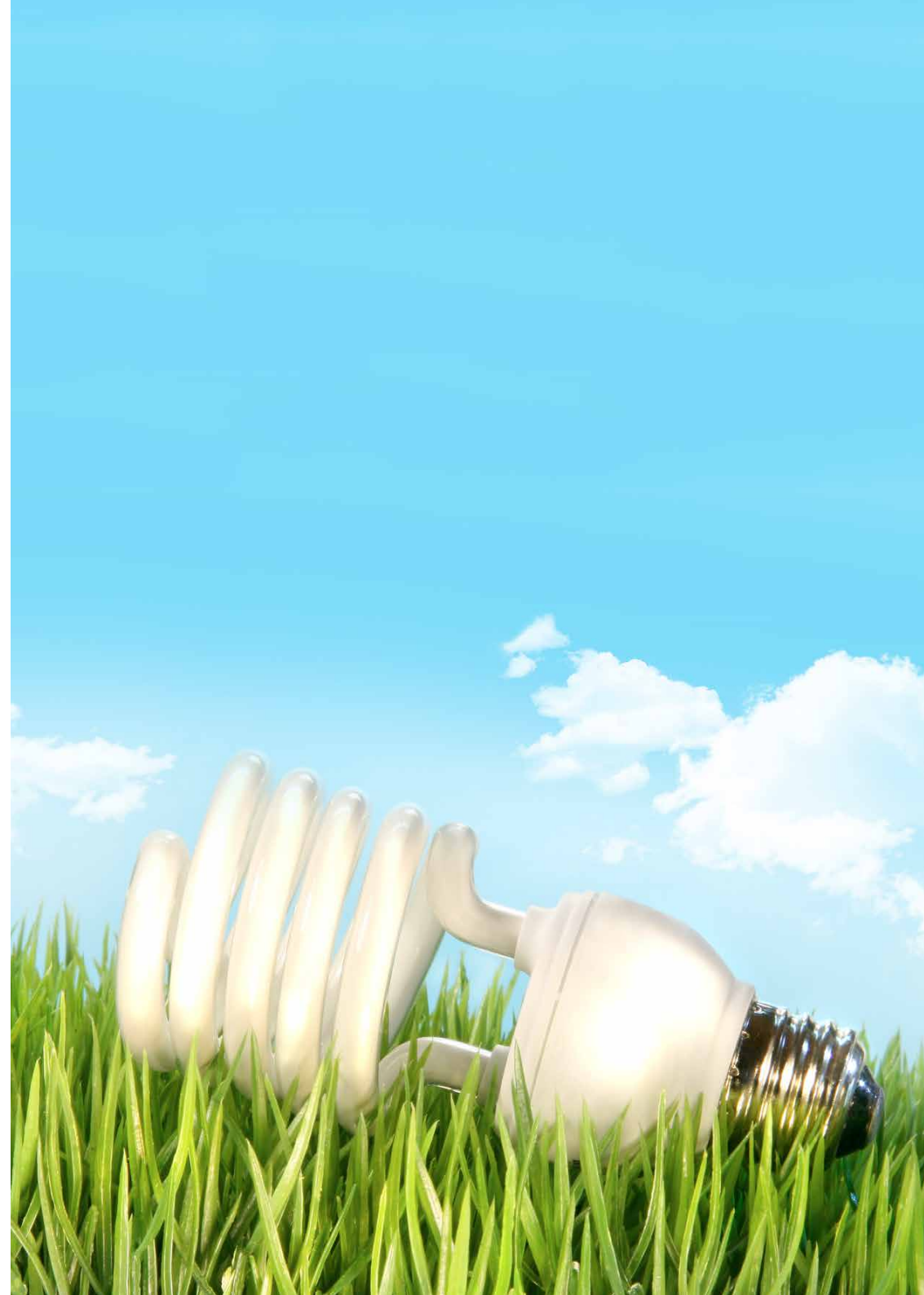
## Our environmental policy

Being a relatively small business we do not have an environment management system in place. Until we are large enough to warrant one we have decided to put in place a range of policies (available to all staff on our intranet).

These policies are directed to:

- Ensure Brandconnect is always up-to date with Federal and State legislation, local by-laws, and formal Government policies.
- Take environmental considerations into account when it comes to investment and corporate strategies and the purchasing of goods and services.
- Making all our staff and contractors aware of our environment policy, and providing the necessary training to do so.
- Adopting a self-regulatory approach, involving both in-house and external reviews designed to identify, evaluate, manage and report on environmental risks.
- Pursuing practical and cost-effective initiatives to minimise adverse environmental effects (e.g. our recycling policy, low energy lighting and transport reduction policy).

We recognise that our business has an impact on the environment. We're committed to understanding these impacts and working to reduce them.







Lev 7 / 191 St Georges Terrace  
Perth  
WA 6000

**p:** 08 9328 6400  
**e:** [sales@brandconnect.com.au](mailto:sales@brandconnect.com.au)  
**www.brandconnect.com.au**