

## Process Materials Australia Ethical Sourcing Statement

Process Materials Australia is committed to sourcing products in an ethical and responsible manner, and considers the welfare of workers, health and safety.

Process Materials Australia has developed this statement to promote our core values and these values are integral to how Process Materials does business and we expect our suppliers to respect and promote these values in their factories throughout the world.

Core to these values are prohibition of child labour and forced labour, prohibition of harassment, payment of legal minimum wage, provision of a healthy and safe working environment, freedom of association and collective bargaining and compliance with all applicable laws and regulations in the countries in which these factories operate. Suppliers are encouraged to use best endeavours to responsibly source all raw materials and to ensure that any wood contained in the products that they supply has not been illegally logged. Process Materials acknowledges that sourcing products in an ethically and socially responsible manner will involve a long road of continuous improvement, but we have started along that road and are committed to the journey.

Appropriate documentation is in place to ensure effective management practices.

In Summary:

1. **No Child Labour** – Suppliers must not employ a worker under the minimum age according to national laws.
2. **No Forced Labour** – Suppliers shall not allow any forced or involuntary labour.
3. **No Illegal Labour** – Suppliers must not use illegal labour and must be able to verify the legal entitlement of their employees to work in the country of employment.
4. **Wages & Benefits** – Wages & benefits paid for a standard working week must meet as a minimum national or industry standards. All workers must be provided with written and understandable information about their employment conditions in respect to wages, before they enter employment. Deductions from wages may only occur with the written permission of the worker concerned.
5. **No Harassment or Abuse** – Physical abuse or physical discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited.
6. **No Bribery or Corruption** – Suppliers must apply professional business ethics to all their dealings and maintain transparent documentation and records.
7. **Appropriate Benefits** – All suppliers must pay the mandated wages, allowances and benefits required by local law.
8. **Compliance with Laws** – Suppliers must meet their contractual obligations to Process Materials and comply with all applicable local / national laws and regulations.
9. **Healthy & Safe Work Place** – Suppliers shall provide a safe and healthy work place as per the minimum requirements of the local and regional laws.
10. **Freedom of Association** – Suppliers must recognise and respect the rights of employees to exercise their lawful rights of free association and collective bargaining.

11. **Environment** – Facilities operated by suppliers must comply with environment rules, regulations and standards applicable to their operations. Suppliers must observe environmentally conscious practices in all locations where they operate.

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A member of the Process Materials Group - Malaysia, Indonesia and Australia



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