

# Ethical Employment and Sourcing Policy

Kosdown Printing seeks to work only with organisations that are transparent about their employment and environmental practices.

Concerns around customers and suppliers who fail to be adequately transparent about their procurement or employment practices will be escalated to management level. Continued failure to respond may result in the termination of the relationship.

- Kosdown Printing is an equal-opportunity employer and does not discriminate based on gender, race, age, disability or any other grounds.
- Kosdown Printing seeks to strengthen the local economy and community by employing, as much as is possible, from within local areas including from public housing and the long-term unemployed.
- Kosdown Printing has an active apprenticeship programme and is committed to employing three new apprentices from diverse backgrounds and supporting them to complete their trade qualification in Printing and Graphic Arts by 2025.
- All workers are encouraged to join their trade union. Kosdown enthusiastically and genuinely encourages collective bargaining.
- Suppliers must actively demonstrate the absence of child and forced labour in their supply chains. Failure to do so automatically results in ceasing the relationship.
- Forest Stewardship Council® (FSC) certified paper is used unless otherwise specified by a customer. The values of the FSC in relation to sustainable forestry, workers' rights, respect for indigenous peoples, and legal operation are Kosdown's values.
- The reduction in the environmental impact of operation is to be benchmarked and monitored. Failure to meet substantiality targets will be addressed at the next board meeting. All additional training and resources required to meet targets will be provided.
- Both senior management and staff must form, and be actively engaged in, the OH&S committee. Ongoing training, and the recording of same, in safe work practices is a priority activity. The elimination of hazards, be it material or in property, plant, and equipment is to be a continuous process that is actively engaged in.
- Kosdown Printing will fully comply with all Australian legal requirements with regards to, but not limited to, OH&S, the environment and employment.