

## Access Workspace Pty Ltd

### Modern Slavery Statement

Financial Year 1 July 2023 to 30 June 2024

#### About this Statement

This Modern Slavery Joint Statement (**Statement**) is made in accordance with the *Modern Slavery Act 2018* (Cth) (**Act**). This Statement is made by Access Workspace Pty Ltd ACN 636 482 383 (**Access Workspace**) on behalf of itself and its subsidiaries described below.

This Statement outlines the steps Access Workspace and its subsidiaries (**Access Australia**) have taken to assess, address, manage and mitigate modern slavery risks in our operations and supply chains during the year ending 30 June 2024. It also demonstrates how we plan to continue to improve our frameworks and processes in the future.

Access Australia is committed to acting ethically and with integrity in all its business dealings, including its operations and supply chains.

At Access, we are committed to doing business the right way, having attained a position in 'The Sunday Times Top 100 Companies to Work For' in the UK on a number of occasions. We are absolutely committed to putting in place steps that are aimed at ensuring that our company is free from slavery and human trafficking and that all our employees, as well as the employees, agents and contractors of the companies that work on our behalf, are kept safe.

This Statement covers the period from 1 July 2023 to 30 June 2024. An index has been provided to guide readers to information related to each mandatory reporting criteria under the Act (Attachment 1).

#### Our Structure, Operations and Supply Chain

##### *Structure and consultation*

Access Workspace is the reporting entity for the Access Australia group of companies. Access Workspace was incorporated in New South Wales and registered on 27 September 2019. The consolidated Access Workspace Group is part of a multinational corporate group called The Access Group.

Access Australia represents the Australian sub-group of UK-based Access UK Limited (**Access Group**). Access Workspace is wholly owned by Access UK Limited. In this statement, a reference to Access Group includes Access Australia.

Access Workspace wholly owns the following subsidiaries, each of which is a reporting entity under the Act:

- Access Software Australia Pty Ltd
- Fathom Applications Pty Ltd
- Diversely Pty Ltd
- Construction Industry Solutions (Australia) Pty Ltd
- Restaurant Diary (Australia) Pty Ltd
- EziTracker Australia Pty Ltd
- Change GPS Pty Ltd
- Guestline Pty Ltd

Access Workspace engaged and consulted with the above companies it owns or controls in the development of this statement. We discussed the requirements of the Act and our expectations around modern slavery. A discussion between the directors of all the entities above was conducted in the development of this Statement, which was then circulated amongst those persons before being finalised.

Access Group has a further network of global subsidiaries, however, no corporate entities other than those outlined above have operations in Australia that satisfy the requirements to report under the Act.

The Board of Access UK Limited is responsible for the overall governance and operations of the Access Group, including Access Australia. This includes guiding strategic direction, monitoring risk and overseeing general management activities.

Access Australia uses the same key policies, procedures, and governance processes as Access Group. Access Group has adopted a group-wide approach to modern slavery. Each of the actions, measures and evaluations identified in this statement are taken to apply to the above entities.

### *Operations*

Access Group is a leading provider of payroll and other business management software and solutions to small and medium-sized organisations globally. Access Australia offers software and services to more than 55,000 customers globally and 15,480 customers in Australia. We are committed to providing software that makes working lives better and that does not put barriers in the way of growth. Our innovative software solutions streamline everyday processes, provide efficiencies that result in material productivity gains and give real-time insights that allow organisations to act in an instant knowing they have the data they need at their fingertips, allowing everyone the freedom to do more of what is important.

Since its inception in 1991, the Access Group's global employee base has grown to over 4798 with continued investment in hiring people expected in the financial year 2022. Access Australia has 428 employees.

### *Supply chain*

We work with over 360 suppliers across the APAC region. Our major suppliers are large, multinational companies that are predominantly in Australia, Singapore, Malaysia, Vietnam and New Zealand. The supply base varies from services provided to the business internally, and services outsourced to support each of its products across the APAC region.

Access Australia works with various types of suppliers and such suppliers include software, facilities and commercial suppliers. These suppliers contribute to Access Australia's services and products and these services are sourced from both Australian and overseas entities.

Our direct supply chain in Australia comprises mainly long-term relationships servicing The Access Group's business footprint in the region, with the majority of the supplier base located in APAC.

### *The Risks of Modern Slavery Practices*

Due to the nature of our business, we believe we have a lower risk of modern slavery occurring in Access Australia's supply chain compared to businesses in other sectors. We are the first link in our supply chain as we design and build the software we provide to our customers. The majority of our third-party support derives from IT, marketing, real estate, facilities and professional services, which are subject to thorough legal contracts with us.

Notwithstanding, Access Australia recognises that there may be risks of modern slavery practices present in our outsourced services (e.g. cleaning and facilities management) and also arising from our

sourced materials (e.g. IT equipment). Such risks may include the use of child labour by suppliers and the use of slavery or forced labour in overseas countries in which we source materials.

Access Workspace carries out a modern slavery assessment as part of our supplier onboarding process and as our major suppliers are large, multi-national companies, we also ask for details of their ethical operating standards through our formal tendering process.

Identifying and addressing these potential risk scenarios is part of our continuous improvement initiative and will be the priority of our supplier engagement activities over the next reporting year.

### Assessing and Addressing Potential Risks

Our activities to date to assess and address potential modern slavery risks have included looking at how we engage with new suppliers. We have a Supplier Management Process as part of our ISO27001 certification and have included Modern Slavery as part of that assessment.

Access Australia is developing standard processes that encourage existing and new suppliers to comply with applicable anti-slavery and human trafficking legislation, including the Act.

Where appropriate and practical, we also visit our suppliers’ offices, manufacturing and warehousing plants globally. This will help us to become familiar with how they operate and what safeguards they have in place to reduce, remove and prevent the use of slave or forced labour in their organisations and their supply chains.

Access Australia is making sure that our employees are aware of the Act, of the definitions of slavery and human trafficking and that they know what to do should they suspect a case of slavery or human trafficking.

### Policies and procedures

Access Australia has formal policies and procedures in place to promote ethical, open and transparent business conduct for our employees and suppliers. These policies and procedures apply to Access Group as a whole, including Access Australia entities.

Our policies contribute to our commitment to prevent violations of human rights, including modern slavery. These policies include our Code of Conduct, Supplier Code of Conduct and Modern Slavery Policy. These policies govern the expectations all Access Group companies have for their employees and suppliers regarding lawful and ethical conduct.

We will continue to review and update our policies to ensure that they include processes to also help address the risk of modern slavery in our operations and supply chains.

### Our governance

We have the following governance structures in place to support Access Group, including Access Australia, to identify, address and mitigate or remedy modern slavery risks in our operations and supply chain:

<b>Governance Body</b>	<b>Responsibilities</b>
Procurement and Legal	The role of the Procurement and Legal Body is to review Access Group’s audit function and internal and legal compliance and control systems. This extends to modern slavery risks within the group’s operations and supply chains. The Body also reviews the Suppliers Checklist and ensures that the suppliers adhere to modern slavery laws.

## Managing suppliers

Access Australia asks suppliers to sign up for specific documents, such as our Supplier Declaration and Privacy Policy. We also require that all suppliers agree to abide by appropriate legislation including minimum wage, modern slavery, anti-bribery, equality and other legislation to a standard no lower than that which Access Australia entities adhere to themselves.

Our relationships with suppliers are subject to legal contracts and we do not pay cash for services. Our main suppliers have their own standards of ethical behaviour in place and we ask for details of these standards via our formal tendering process for those and all other suppliers. As part of our selection of new suppliers, we undertake the following:

- If a supplier is qualified under the Modern Slavery Act 2015 (UK) (**UK Act**) and/or the Act, each supplier is to provide us with a copy of their own statement and any future updates or to warrant that they have a published statement which they make available for review on their corporate website.
- If a supplier is not qualified under the UK Act or the Act, the supplier is requested to provide us on an annual basis with a specific statement that details what, if any, actions they have taken to reduce the instances of slavery and human trafficking in their supply chain.

To date, Access Australia has not identified any issues with the modern slavery compliance. None of the suppliers Access Australia works with has, to the Access Australia's best knowledge, contravened modern slavery standards (as set by the UK Act and the Act); however, we continue to monitor our suppliers and supply chains for risks of modern slavery.

## Measuring Effectiveness of Actions Taken

Our Supplier and Contract Management System enables us to record the compliance of our suppliers and ensure that we challenge our supply chain to re-assert their compliance on an annual basis. An internal audit is conducted bi-annually to track the progress of modern slavery prevention measures and will conduct steps to make sure that the modern slavery laws and regulations are complied with.

Access Australia will follow the Steps for Updating Policies and Procedures in Response to Legislative Change Policy to ensure up-to-date compliance with the legislation by the risk and compliance team, and the legal team. This process includes:

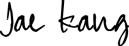
- 1) identifying changes to legislation and regulations,
- 2) identifying the relevant company policies,
- 3) determining if relevant company policies cover or meet the standard of the changes,
- 4) updating the relevant policies to meet the standard,
- 5) disseminating notifications and training materials to promote compliance and understanding,
- 6) noting the update in a change log, and
- 7) monitoring and measuring the effectiveness of the updates in meeting the standard the changes set.

## Other Matters

We recognise and are committed to ongoing improvement to ensure we can better assess and address modern slavery risks. We are committed to taking the necessary steps to prevent modern slavery from occurring within its operations and supply chains.

This statement has been approved by the Board of Access Workspace Pty Ltd, in its capacity as the principal governing body of Access Workspace and in consultation with each of its subsidiaries, on 8<sup>th</sup> August 2024 and is signed on behalf of the Board by Jae Kang (Director) and title].

Jae-Uk Kang

DocuSigned by:  
  
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Director

**Attachment 1 (Statement Index)**

The table below sets out the page numbers of our statement that addresses each of the mandatory criteria in section 16 of the Act:

<b>Mandatory criteria</b>	<b>Page number(s)</b>
a) Identify the reporting entity.	1
b) Describe the reporting entity's structure, operations and supply chains.	1, 2
c) Describe the risks of modern slavery practices in the operations and supply chains of the reporting entity and any entities it owns or controls.	2
d) Describe the actions taken by the reporting entity and any entities it owns or controls to assess and address these risks, including due diligence and remediation processes.	3
e) Describe how the reporting entity assesses the effectiveness of these actions.	4
f) Describe the process of consultation on the development of the statement with any entities the reporting entity owns or controls (a joint statement must also describe consultation with the entity covered by the statement).	1
g) Any other information that the reporting entity, or the entity giving the statement, considers relevant.	4