

ASI

SOLUTIONS

Anabelle Bits Pty Ltd
T/A ASI Solutions
ABN 40 068 649 972
FY 2021
Revised: 23 December 2021

ASI's Modern Slavery Statement

This second Modern Slavery Statement sets out the actions that ASI Solutions have performed to demonstrate our company's commitment to upholding fundamental human rights and freedoms. ASI will not tolerate modern slavery in any of its forms within its supply chain or in any part of its business and will not knowingly engage in or partner with external entities that engage in modern slavery.

Our policies and procedures in relation to People & Culture, Procurement, and Corporate Responsibility will continue to support this commitment, compliant with all applicable legislation, including the Australian Modern Slavery Act of 2018, and the UN Guiding Principles on Business and Human Rights.

1. ASI Businesses

Anabelle Bits Pty Ltd t/as ASI Solutions (ABN 40 068 649 972) has been a provider of innovative and pioneering technology solutions to Australian private and public sector organisations for over 35 years. We specialise in all areas of IT from hardware and software procurement to complete managed services.



The ASI Solutions Group includes the following Entities:

Fully integrated under ASI Solutions:

- **BEarena Pty Ltd** (ABN 53 125 400 062) a provider of IT Services to customers in Australia,
- **ASI Solutions Limited** (NZBN 9429030015302) a provider of IT Services to customers in Auckland/Wellington, NZ, and
- **Forward IT** (Forward IT Pty Ltd, ABN: 42 597 085 374), who also provide IT Services to customers in Canberra, ACT.

Acquired and operating as a separate entity:

- **Int Tec Solutions** (Tristate Computer Services Pty Ltd, ABN: 72 091 751 656), also providing IT services to customers based in Mildura, VIC.

This is a joint modern slavery statement prepared by ASI Solutions as the Reporting Entity on behalf of BEarena, ASI Solutions Limited, Forward IT, and Int Tec Solutions as wholly controlled entities under ASI.

For this statement, the terms "ASI Solutions" and "ASI" shall refer to Anabelle Bits Pty Ltd and its group of companies including all entities listed above.

2. ASI's Commitment

As a family-owned business, ASI prides itself on the reputation it has built within the IT Industry for over three decades. With core values that reflect family, integrity and honesty, we support an open and inclusive workplace, where people can speak up freely and with confidence, disclose information in a confidential manner and feel supported without fear of recrimination.

We believe that our customers as well as our people, should be treated with respect and dignity, and we expect our staff to behave ethically and responsibly in accordance with our company policies and to cultivate appropriate business behaviour across the organisation.

Our Modern Slavery Statement outlines the steps we are taking to reflect a commitment to acting ethically and with integrity in all our business dealings and implementing measures to ensure that slavery and human trafficking does not occur in our internal processes and supply chain, as well as expect our suppliers to uphold high ethical standards including not engaging either directly or indirectly in illegal labour practices, or otherwise having some form of Modern Slavery present in their supply chain.

3. Consultation Process

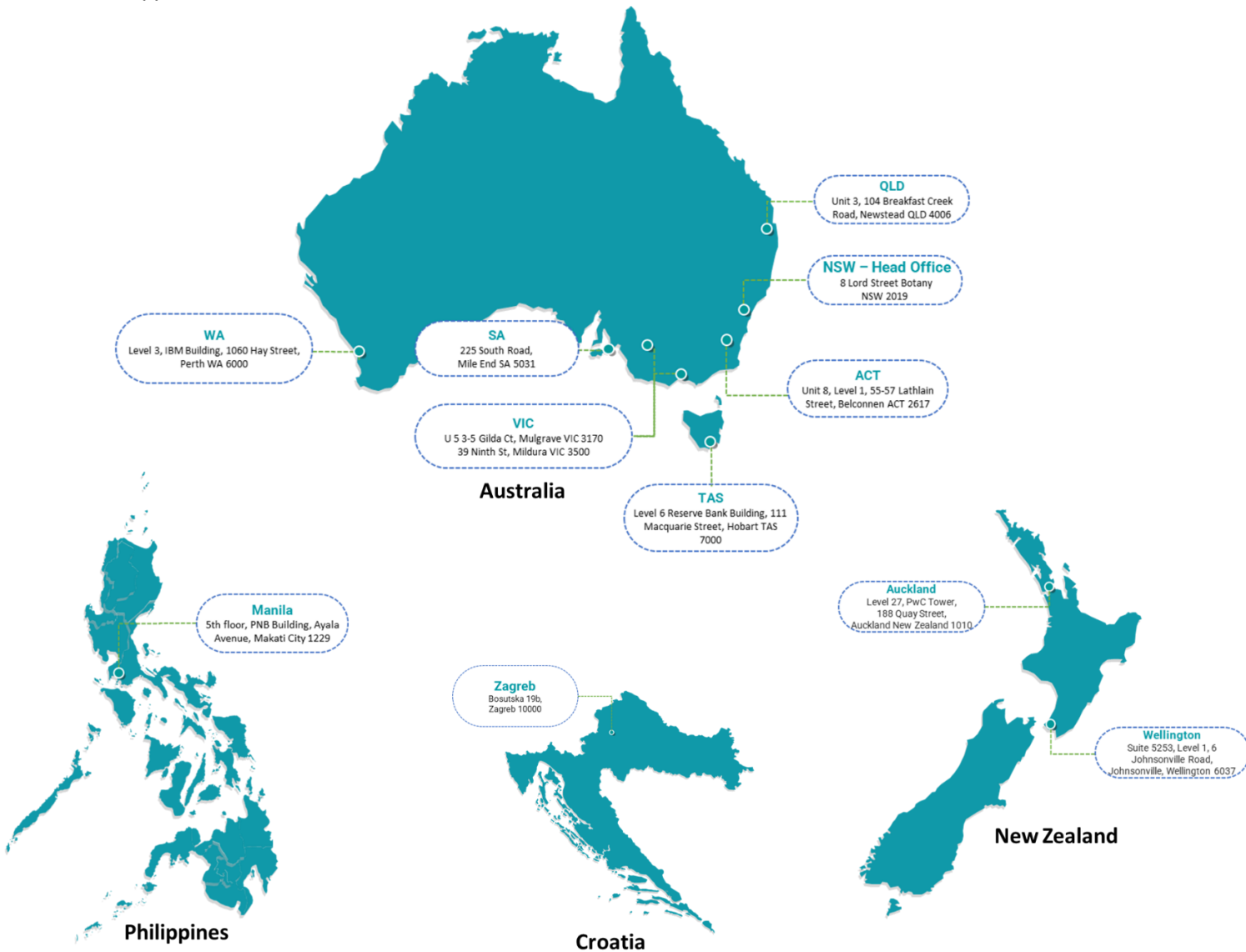
ASI's second Modern Slavery Statement was crafted in consultation with key management personnel across all entities under the ASI Solutions Group. This process also involved engaging senior leadership representing stakeholders from Procurement, People & Culture, as well as the ASI Executive Team.

Operational Guidelines

The following guidelines apply to all persons and entities affiliated with ASI Solutions in any capacity, including all employees, Directors, agency workers, contractors, consultants, as well as suppliers and any other third-party representatives,

1. ASI Locations

ASI has an average of 175 staff across all business operations across Australia, New Zealand, Croatia and the Philippines. ASI offices are based across Australia and New Zealand, as well as in the Philippines and Croatia are indicated below.



ASI warehouses are located at the Head Office in Sydney with secondary storage spaces within each of the state branch offices.

ASI has outsourced operations based in Zagreb, Croatia, as well as in Manila, Philippines via Business Processing Operators (BPOs). There are 7 staff in Croatia composing our Systems Monitoring Team under our Services Department, while 13 staff members in Manila perform roles within the ASI Services, Operations, and HR Departments.

2. ASI's Supply Chain

ASI Solutions regularly purchases goods and services that are required for its business operations. We work with around 30 suppliers in Australia, some of which are from the United Kingdom, China and Germany which provide us with IT Hardware and AV Equipment. These suppliers are engaged on a long-term basis, with most relationships spanning between 5 to 25+ years. Our top suppliers shown below.



Our Key Product and Capability Offerings are the following:

- Hardware and Software Procurement
- Managed IT Service & 'As a Service' Models
- Professional Services
- Consultancy & Design.

Our customers are Australia and New Zealand private and public sector entities spanning the following industry sectors:

- Education (33%)
- Corporate / Enterprise (32%),
- Government and Health (26%), and
- Other Industry Sectors (9%).

3. Our People Processes

Internally, our People & Culture Team ensure all business unit continually self-monitor to minimise the risk of modern slavery practices occurring within our own business operations. Heads of Department consult with the P&C team and as necessary, provide updates on their respective anti-modern slavery efforts to the Executive Team during Executive Meetings. ASI's internal company policies are reviewed and updated regularly to reflect efforts being taken toward responsible supply chain and business operations management.

Equally, through best practice HR Operations, ASI ensures fair treatment of its direct employees as well as our outsourced staff by providing a workplace that is safe, inclusive and diverse and promoting a work atmosphere where its people feel supported and respected, regardless of ethnic origin or background.

This is reflected across our People Practices, from recruitment and onboarding through ongoing employment as well as processes around rewards and remuneration.

4. Risk Management and Continuous Conformance

ASI will not do business with an external entity, either a vendor, supplier, or customer with the knowledge that some form of modern slavery exists within their supply chain.

New and existing suppliers will be required to disclose information regarding their employment practices, and provide transparency around their actions towards eliminating the risk of modern slavery by way of a Supplier Self-Audit ([Supplier Self-assessment Questionnaire - Annexure A](#)).

We will manage modern slavery risks using a four-step methodology:

1. Risk Assessment: Identify risks of modern slavery within our supply chain and our secondary suppliers according to the following factors:

Category	Risk Factor
Geographical Location	Business operations or raw materials originating from <ul style="list-style-type: none"> • countries that are afflicted by war or conflict • countries with a high incidence of corruption and weak regulation around labour standards
Vulnerable Populations	Employing the following worker categories: <ul style="list-style-type: none"> • migrant workers (individuals working across borders who have temporary or unofficial citizenship in their current location) • base skill workers
Supplier Business Models	Employing third-party labour hire companies resulting to diminished visibility and control over recruitment procedures
Reputational Risk	If penalties or sanctions regarding modern slavery risk have been previously meted out to them.

A supplier will be deemed as high risk if they fall into any one of the risk factors mentioned above.

2. Due Diligence: Suppliers that are deemed as high risk will be asked to provide more comprehensive information on their operations and supply chain for us to understand whether they adhere to ASI policies as well as current relevant legislation against modern slavery.
3. Action Planning: Take the necessary steps to address and/or any potential risks uncovered. These steps may involve further checks on the supplier's legitimacy, level of compliance ability to manage labour rights.
4. Evaluation: Measure the effectiveness of the actions taken.

5. Non-Conformance

Any breach of this policy will be taken seriously and will be dealt with in accordance with ASI's grievance and disciplinary policy.

As for the ASI supplier network, the Directors have adopted a zero-tolerance stance towards the supplier's behaviour and explore options of preventing further engagement with the supplier or may decide to work with the supplier towards compliance with this policy.

6. Reporting Concerns

If an ASI staff member becomes aware of or suspects behaviour that constitutes modern slavery in connection with our business operations or supply chain, they are encouraged to report it immediately to a Director or to a member of the People & Culture Team. All matters will be investigated and dealt with in accordance with the ASI Grievance policy.

Measuring Success

From the last reporting period, ASI has accomplished the following from the targets we set in our first Modern Slavery Statement:

- **Internal Policy Review**
 - Performed a review on internal policies ensuring current and compliant with local and federal regulations, and in connection with modern slavery guidelines
- **Procurement Policy**
 - Developed and adopted a Procurement Policy
- **Workplace Assessment**
 - Performed a scan of internal workplace processes ensuring compliance with local and federal regulations around working conditions across all locations
- **Supplier Engagement**

Engaged our current suppliers via a Self-Audit to enforce transparency around their supply chain processes and working conditions.
- **Awareness Training**
 - 2020 Modern Slavery Awareness Training completed by All Staff

ASI will continue to monitor progress for this second Modern Slavery Statement, and set out targets against the following areas of focus for 2021/2022:

Area of Focus / Action Item	KPI	Completion Date
Policies <ul style="list-style-type: none"> • Annual review and update of ASI Policies incorporating industry best practice and adherence to federal and local regulation & modern slavery guidelines 	# of policies reviewed and updated	YOY
Workplace Assessment <ul style="list-style-type: none"> • Annual supplier assessment & internal supply chain process review • Action plans & follow through 	# of internal processes reviewed # of suppliers audited As necessary	YOY
Modern Slavery Statement <ul style="list-style-type: none"> • Annual submission of Modern Slavery Statement 	Date of publication	YOY
Supply Chain Procedures <ul style="list-style-type: none"> • Annual review and update of ASI Procurement Policy • Regular review of supply chain processes to ensure compliance with Modern Slavery guidelines 	Date of publication # of processes reviewed	YOY
Capability & Culture Training <ul style="list-style-type: none"> • Annual compliance training to all staff including Modern Slavery awareness • Culture-building, activities that reinforce a culture of inclusiveness, fairness, and equity for all staff 	# of staff trained Participant Feedback & Effectiveness assessment	YOY
Looking out for the Potential Effects of COVID-19 <ul style="list-style-type: none"> • Monitoring ongoing and potential impact of COVID-19 on our supply chain processes. 	Amount and quality of data collected, # of processes adapted	EOFY

Impact of COVID-19

In the last year, ASI as a business was challenged by the COVID pandemic to shift and adapt the way we do business. This includes implementing the following measures:

Supporting our all of our staff across the organisation by:

- Providing flexible work arrangements that enable all our staff to work remotely,
- Providing access to special leaves to all staff such as
 - o 6 days of paid well-being leave &
 - o Pandemic leave.

Ensuring the safety of our customers and frontline staff by implementing COVID-safe protocols such as:

- Social distancing, intensive cleaning & hygiene practices,
- limiting onsite work to the absolute necessary,
- surveillance testing & vaccine requirements where these were imposed by health orders and / or customers, as well as
- enforcing office shutdowns as necessary.

Despite the unprecedented global effects brought about by the pandemic, its impact on ASI as a business did not increase the risk of modern slavery within our supply chain.

Approval

This statement is approved by the ASI Executive Team as its principal governing body on 24 December 2021, covering the financial year 2020/2021.

Signed by



Nathan Lowe
Managing Director, ASI Solutions Group
24 December 2021

Annexure A - Supplier Self-Assessment Questionnaire

This questionnaire is [available online](#).

The following questionnaire asks for a summary of your organisation's approach to various policies that ASI Solutions considers paramount to their operations. You are required to answer "Yes" or "No" and provide further information whenever required. Please ensure that relevant documentation / attachments are sent back with the accomplished questionnaire.

Company Details	Response
Company Information This section asks for basic company information.	
Company Name	<i>Please provide details</i>
Company Address	<i>Please provide details</i>
Company Telephone Number	<i>Please provide details</i>
Company Status (Foreign, Private, Public, Subsidiary, Partnership, Sole Trader)	<i>Please provide details</i>
Date of Formation	<i>Please provide details</i>
Contact Name & Telephone Number	<i>Please provide details</i>
Contact	<i>Please provide details</i>

Vendor Policy & Practice	Response and further details
Diversity & Inclusion ASI expects its suppliers to have in place a policy / procedure relating to diversity and inclusion, ideally focusing on flexible work arrangements, cultural diversity, gender inclusion, and reconciliation of Aboriginal and Torres Strait Islander peoples.	
Does your organisation have policies or similar strategies to create positive changes in the lives of Aboriginal and Torres Strait Islander people? If so, please provide a copy.	<i>yes/no</i>
Do you have policies or similar strategies that focus on gender & cultural diversity, LGBTI inclusion, and those with disabilities or experiencing disadvantage? If so, please provide a copy.	<i>yes/no</i>
Do you have policies (or similar strategies) that allows for flexible work arrangements? If so, please provide a copy.	<i>yes/no</i>

Modern Slavery The 2018 Modern Slavery Act requires ASI Solutions to disclose the steps it has taken to identify and address modern slavery risks in its supply chain. Please confirm what steps you have taken to identify and address modern slavery risks within your own organisation and supply chain by answering the questions below.	
Does your organisation outsource any part of its operations? If so, please state:	<i>yes/no</i>
The nature of the operations outsourced;	<i>Please provide details</i>
The country to which they are outsourced (if outside Australia)	<i>Please provide details</i>
Does your organisation use labour hire companies as part of its operations? If so, please confirm:	<i>yes/no</i>
Do you enforce controls to ensure workers' human rights are protected?	<i>yes/no</i>
Do you ensure that labour hire workers (if applicable) receive the same pay and conditions as direct employees?	<i>yes/no</i>
How many suppliers do you have, what do they do, and where are they based?	<i>yes/no; if Yes, please provide details</i>

Supplier Standards ASI expects its suppliers to abide by the minimum standards set out below. Please advise your compliance on each.	
<u>Relevant business laws</u> Does your organisation comply with all relevant legislation in carrying out your business operations?	<i>yes/no</i>
<u>Third parties/sub-contracting</u> Will you be using third parties or sub-contractors in supplying products and services to ASI? Please provide details if so.	<i>yes/no; Please provide details</i>
<u>Equal Employment Opportunity</u> Do you agree to adhere to the principles of equal employment opportunity in hiring, remuneration and all other aspects of employment, complying with state and federal legislation against discrimination due to characteristics including but not limited to race, gender identity, ethnicity, age, disability, religious or political beliefs, and potential or existing family responsibilities?	<i>yes/no</i>

<p>Wages and Benefits Do you agree to pay employees at least the minimum legal wage of the applicable local jurisdiction, ensuring that all legally mandated benefits, entitlements, entitlements and protections prescribed by local and international laws, are afforded to employees?</p>	yes/no
<p>Working Hours Do you agree to comply with relevant state and federal legislation, Awards and industrial instruments regarding working hours?</p>	yes/no
<p>Forced Labour Do you agree to ensure that there is no forced labour within your business whether within your internal organisation and throughout your wider supply chain?</p>	yes/no
<p>Child Labour Do you agree to refrain from using child labour (defined as any full-time work performed by children less than 5 years of age and comply with the rules in hiring children under 18?</p>	yes/no
<p>Work Health and Safety Do you agree to provide at all times a safe and healthy work environment for all employees, in compliance with health and safety regulations, in order to prevent accidents, injuries, and work-related incidents, including precautions in keeping a COVID-Safe workplace? Please provide details if so.</p>	yes/no; if Yes, please provide details

Workplace Conditions Checklist ASI continuous commitment against modern slavery includes engaging our suppliers and external partners in terms of specific labour management practices that enable modern slavery in the workplace. Please advise whether the conditions below exist in your internal supply chain or in those of your secondary suppliers/vendors.	
<p>Background Check Is a background check part of your organisation's tendering process for new suppliers/contractors?</p>	
<p>Employment of Vulnerable Populations Does your and of your suppliers/vendors employ either directly or via third parties or subcontractors any of the following types of workers: Migrant Workers (those who have temporary or unofficial working rights in Australia), Minority populations, Unskilled workers providing manual labour</p>	yes/no
<p>Location Do you and your suppliers/vendors have operations in locations with non-existent or poor implementation of labour laws as defined by the UN Guiding Principles on Business and Human Rights?</p>	yes/no
<p>Recruitment Fees Are there any hiring fees charged to your and your suppliers' /vendors' workers either up front or via a lending institution?</p>	yes/no
<p>Document Custody Do you and your suppliers/vendors keep custody your staff's personal documents (such as passports) as part of the employment agreement?</p>	yes/no
<p>Informal labour engagements Do you and your suppliers/vendors engage with workers informally, contracting them for work without employment agreements?</p>	yes/no
<p>Pay Do you and your suppliers/vendors keep a record of workers' pay rates, work hours, and actual salary amounts paid?</p>	yes/no
<p>Overtime Is regular overtime required of your and your suppliers'/vendors' workers? Is it within reasonable limits based on the Fair Work Act or other relevant local/federal regulation?</p>	yes/no