

The Collagis Group Modern Slavery Statement

1. Introduction

At Collagis, our goal is to optimise workforce and organisational effectiveness. We deliver a holistic range of service and experience offerings to drive sustainable and effective transformational change. Our services include strategic business advice, engagement & workforce optimisation, program and change, capability and resourcing.

People are at the heart of what we do. Our philosophy seeks to empower, engage and energise individuals and teams to operate at peak performance. We believe developing thriving individuals is the best way to create effective workforces and organisations.

As at 30th June, 2020, Collagis is primarily an Australian-focused operation, with offices in Sydney, Canberra and Melbourne.

Additional information can be found at our website: www.collagis.com.au

2. Collagis Group's Corporate Structure

As at 30th June 2020, the *Collagis Group* consists of 3 entities:

- a. Collagis Pty Ltd (ATF Collagis Unit Trust), ABN: 87 965 704 329
- b. Collagis Australia Pty Ltd, ABN: 23 634 258 683
- c. PEPworldwide ANZ, ABN: 25 979 109 551

3. Corporate Values and Social Responsibility

The Collagis Group takes its employee responsibilities, social impact and sustainability seriously. Indeed, Collagis was founded on principles of fairness, equality and a desire to fundamentally change the impact of businesses by harnessing the full potential of individuals and teams.

- **Employment Opportunities.** The Collagis Group is an equal opportunity employer with gender equality in number of staff and pay. The Collagis Board consists of two women and one man. One of Collagis' directors is a White Ribbon Ambassador.
- **Environmental Sustainability.** Where possible the Collagis Group procures sustainable goods and services to reduce its impact in the environment. Collagis also minimises its carbon footprint by working extensively in client workplaces, thereby minimising the need for its own extensive office space.

Our statement on social impact is contained in Collagis' employee and management handbooks and can be furnished on request.

4. Collagis' Modern Slavery Risks

The Collagis Group has assessed the risk of modern slavery within our direct business operations as low, given the level of control we have over our operations and our comprehensive labour management. However, we recognise that we may be indirectly exposed to these risks through our supply chain and partner network.

We have not been made aware of any allegations of human trafficking / slavery activities against any of our subsidiaries, suppliers or partners. If an allegation were to be made, we would take the appropriate actions immediately which would include informing the relevant authorities.

Higher risk purchase categories via our supply chain and partner networks

We have identified the following procurement categories that may have a higher risk of modern slavery:

- Facilities service providers (e.g., cleaning services, office maintenance, waste management and security)
- Information & Communication Technology (ICT) infrastructure and hardware

Higher risk locations

Based on information sourced from the Global Slavery Index¹, we believe that our higher-risk locations may be the following, however we do not believe we have any material exposure:

- People's Republic of China (PRC)
- Republic of India

5. Collagis Groups' Modern Slavery Risk Mitigation

The Collagis Group mitigates the risk of Modern Slavery in the following ways:

Collagis Values

At all times, honesty, trust, integrity, respect, transparency and cooperation are the basis for the Collagis Group to uphold a sound and enduring business reputation.

¹ Walk Free Foundation (2018) Global Slavery Index, available from: www.globalslaveryindex.org

Employee Code of Conduct

The Collagis Group has clear guidelines with respect to Employee behaviour, the details of which can be found in the *Collagis Employee Handbook* (available on request and viewable on the Collagis Group's intranet). All employees are taken through and "on-boarding" process with clear expectations set in the areas of:

- Code of Conduct
- Anti-Harassment and Bullying
- Anti-Corruption and Anti-Bribery
- Grievance Policy
- Equal Employment Opportunity and Anti-Discrimination Policy
- Whistleblower Policy
- Overtime and Leave Policy

The above policies provide an infrastructure for exposing unethical or illegal behaviour which may present concerns under modern day slavery and trafficking legislation and regulations, thereby mitigating the risk that the Collagis Group has internal compliance issues.

Employee Vetting

Our employee vetting and onboarding process is standards-regulated, process-driven and independently validated, including police check, security clearances and strong background and reference checks.

Employee Wellbeing

Once employed by the Group, we closely monitor hours worked and the conditions under which they work. We always put employee's wellbeing first and actively support their needs through regular salary reviews (to ensure they keep pace with the market), their mental and physical health requirements and generous workplace flexibility to ensure that our employee's holistic wellbeing is supported.

6. The Collagis Group's Supply Chain

The Collagis Group only deals with customers, partners and suppliers of sound reputation and character. We do not knowingly support any public or private organisation which espouses unethical or discriminatory policies or practices.

As of 30th June 2020, The Collagis Group's supply chain comprised over 350 direct suppliers with over 90% based within Australia.

Our procurement generally consists of the following:

- **Individual sub-contractors** – This is our largest spend category. Our engagement with subcontracted resources is exclusively on an individual basis (i.e.: our subcontractors are individuals that chose to provide their services to the Collagis Group through an ABN as a “sole trader”). Our vetting and on-boarding process for these subcontractors is the same as for our direct employees.
- **Information Technology** – This category includes software, cloud platform services, hardware, computer systems, telecommunication devices, video technology and network technology. The majority of our suppliers are top-tier companies such as Telstra and Microsoft.
- **Facilities** – The Collagis Group has offices and employees in multiple Australian locations. In capital cities we utilize the services of Servcorp. Servcorp provides our physical and virtual office facilities and their services thus include cleaning services, office maintenance, energy and utilities, waste management and security, as well as furniture supplies, consumables and stationery. Servcorp has a code of conduct that can be found at [Project Design Hub \(servcorp.com.au\)](https://www.servcorp.com.au/project-design-hub). The Collagis Group believes that Servcorp’s values and code of conduct align with our own and has no reason to believe that Servcorp or its partners and suppliers pose a significant risk in terms of Modern Slavery.
- **Marketing** – This includes spend on online marketing, advertising agencies, events, travel and entertainment.
- **Professional Services** – This includes spend on consulting, advisory, software development and legal services.

7. The Collagis Group’s Partners

A Partner of the Collagis Group is defined as all business partners (and all personnel or representatives employed or engaged to provide services to those business) and any other party to a Collagis Group partner or channel agreement.

The Collagis Group recognises that its Partners may operate in different legal and cultural environments and that our Partners must comply with the fundamental legal and ethical principles described in our Code of Conduct. The Collagis Group expects all its Partners to perform their work with honesty, truthfulness, and integrity.

8. Recent Developments and Outlook

Impact of COVID-19 to our supply chain

In accordance with our corporate Values, we are committed to maintaining strong supplier relationships and fostering open communications with our suppliers about COVID-19 risks and are pleased to report we have not identified an increased risk of modern slavery to workers in our supply chain for the reporting period.

Outlook

The Collagis Group is committed to assessing the risks in our operations to ensure the steps we take to protect against modern day slavery and human trafficking are relevant and effective. As such, in the financial year ending 30 June 2021 we aim:

- To further assess and review our existing supplier and partner network's compliance with the law and their reputation, issue a supplier/partner questionnaire.
- To front-end our awareness of partner and supplier compliance, amend our current third-party risk assessment to include questions aimed at uncovering potential modern-day slavery and human trafficking issues, and eliciting minimum commitments with respect to ongoing compliance.
- To ensure our policies and recruitment processes are appropriate to protect against modern day slavery and human trafficking, conduct a review, and prepare a first draft of a new modern day slavery policy which will (when finalised) be dispersed to Collagis Group personnel. This will educate employees about the causes and impacts of modern slavery, thus enabling them to promptly identify and report any issues.
- To further enhance and communicate our position against modern day slavery, include specific clauses regarding compliance with Modern Slavery legislation for all new partner and supplier contracts.

9. Consultation and Board Approval

Our Modern Slavery Statement was reviewed by the Collagis Group Board of Directors formally approved on 29th June, 2020.



Paul Ventura
Collagis Group CEO and Director
30th June, 2020