

Modern Slavery Statement FY22

This Modern Slavery Statement has been prepared to meet the requirements of the Modern Slavery Act 2018 (Cth) for the period 1 July 2021 to 30 June 2022 (FY22).

Activ Foundation Inc. is a not-for-profit incorporated association, incorporated under the Associations Incorporation Act 2015 (WA).

This statement has been approved by Activ's Board of Directors.



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**MODERN SLAVERY STATEMENT
ACTIV FOUNDATION INCORPORATED
For the year ended 30 June 2022**

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Introduction

Activ Foundation Incorporated (“Activ”) has developed this Modern Slavery Statement (“Statement”) in line with the Modern Slavery Act (2018) (Cth) (“Act”) requirements.

Activ understands the importance of its customers, employees and the broader communities in which it works and wishes to ensure that its service delivery and business practices are ethical and sustainable.

The statement outlines the actions undertaken by Activ to identify and address any Modern Slavery risks in Activ operations and/or supply chains during the reporting period 1 July 2021 to 30 June 2022.

Our Reporting Structure & Organisation

Activ is a Western Australian not-for-profit organisation who has been supporting people living with a disability since 1951.

Activ is an incorporated association (ABN 11 553 592 765), incorporated under the Associations Incorporation Act 2015 (WA). Activ is also registered to comply with the Australian Charities and Not for Profits Commission Act 2012 (ACNC) and NDIS Quality and Safeguards Commission – Practice Standards.

Activ is a leading provider of individualised services for people living with disability in Western Australia with its purpose to offer people with disability opportunities to enjoy full participation in their community, and to empower them to pursue the life they choose.

The Activ Board of Directors is the ultimate decision-making body of Activ and is responsible for its overall governance. The Board delegates day-to-day operational management and decision-making to the Executive team. The Chief Executive Officer has responsibility for oversight of Activ’s risk and compliance obligations, including in relation to Modern Slavery reporting.

For more information about our organisation, please refer to our 2021-2022 Annual Report via our website www.activ.asn.au.

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Our Operations (FY22)

Activ works across Western Australia to enable people living with disability to pursue the life they choose. We delivered services, and provided support, at over 100 locations to people in the greater Perth Metropolitan area as well as in Albany, Geraldton, Kalgoorlie and the South West region. Activ has no operations outside of Western Australia.

During the FY22 period Activ had approximately 2,200 employees and volunteers and supported around 1613 individuals living with intellectual disability and their families. Our strategy is to deliver proven pathways to independence for people living with disability. To achieve this, we support people to live their own lives, set new goals and reach new milestones through services, including:

- Accommodation
- Community Support
- Employment
- Education & Training
- Behaviour Support

We also provided employment services to a number of people living with disability through our commercial operations which included:

- Timber manufacturing
- Logistics & warehousing
- Property care and horticulture
- Customer Service (including administration)
- Information and Technology Support
- Cleaning Services
- Painting Services

Our Policies

Activ's Code of Conduct and Ethics (the "Code") sets the expectations for how Activ's people live and breathe the organisation's values and meet its aims and responsibilities as a disability services provider.

The Code applies to everyone – staff, employees, volunteers, work experience placements, managers, Directors of Activ and contractors – and sets a clear standard of what we expect in Activ-related activities. Activ's Code provides a practical set of requirements to help staff make decisions in their day-to-day work and outlines what is expected of, and the rights of, staff while working at Activ.

Activ has in place a suite of operational policies, of which all of them ultimately have an objective of ensuring that universally recognised human rights are safeguarded. Activ has a Modern Slavery Policy and Supplier Code of Conduct in place to further support the recognition of human rights and safeguards.

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Our Suppliers

To support and facilitate its operations, Activ purchases both goods and services from third party suppliers worldwide.

The goods Activ purchases include:

- Goods that are purchased to be transformed and then sold to customers, such as timber for Activ's timber manufacturing operations which is used to produce items such as pallets, crates and furniture.
- Goods that are purchased for use in providing services, such as plant and equipment used to provide property care and horticulture services, or consumables used in providing industrial or administration services.
- Services that are purchased by Activ include information and communication technology services, engagement of temporary personnel, transport and logistics services and professional services.
- International suppliers who principally supply information and communication technology services.

Whilst Activ purchases from suppliers who are based in Australia and overseas, its suppliers are predominately located in Australia, are Australian owned and operated, and so are deemed generally less likely to engage in practices that would constitute Modern Slavery.

Assessing and Address Modern Slavery Risks FY22

Supply Chain Scoping

The Contracts and Procurement team have assessed Activ's supply chain by identifying all suppliers, their location, and the value of spend during FY22. Activ applied a risk-based approach to assessing the identified group of suppliers. There were 34 suppliers in this identified group (who represent over 66% of our annual expenditure). This representative group were surveyed in relation to modern slavery, except for those suppliers that have a Modern Slavery Statement available on the regulator's (Australian Border Force) website.

The survey focused on the supplier's Modern Slavery reporting requirements, policies and procedures, identification and mitigation of risk, employee awareness and training, supply chain exposure, HR/IR recruitment practices and overall compliance with the Act. Specific questions regarding the reporting of an identified Modern Slavery Practice, and the effect of Covid-19 on Modern Slavery Risks were also included in the FY22 survey.

Risk Assessment

A detailed review of the responses from our suppliers, or their publicly available statements was conducted. Most Australian suppliers used by Activ are specialised providers requiring highly skilled staff, who have therefore been assessed as likely to be well paid and have good working conditions. Activ has assessed these suppliers as having a lower risk of Modern Slavery practices.

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Survey responses that are noteworthy for FY22 include:

- One supplier noted an increased risk in its supply line after discovering that an overseas supplier charged recruitment fees directly to migrant workers. The risk was mitigated by persuading the overseas supplier to pay the recruitment fee itself.
- Two suppliers noted that risk was increased due to Covid-19 causing a surge in demand for PPE products, such as masks and gloves. One supplier increased the use of self-assessments to monitor their suppliers in light of travel restrictions. The other supplier ensures that PPE products are sourced ethically from the Australian market. Risk was accordingly mitigated.

Mitigation Steps

Of those suppliers who responded to our survey, or whose Modern Slavery statements we have reviewed, no Modern Slavery risks were identified that would warrant mitigation steps from Activ.

We will continue to follow up on the suppliers that did not respond to our survey, or for whom we have been unable to identify and review Modern Slavery statements. As a mitigation step Activ is committed to suspending any further services from a particular supplier if we identify for that supplier any specific potential risks of exposures to Modern Slavery practises.

From the knowledge Activ has gained and risk assessment steps we have undertaken, Activ has taken several steps to manage its risk by:

- ongoing monitoring of Modern Slavery practices by the Governance & Risk and Contracts & Procurement Team;
- requesting suppliers complete an annual survey to identify any modern slavery risks;
- reviewing each Modern Slavery Statement relevant to our supply chain on the regulator's website;
- ongoing assessment of the risk of modern slavery practices within Activ's supply chain; and
- continuing to communicate the Supplier Code of Conduct that will assist suppliers to understand the Modern Slavery practices they should apply in their own operations and supply chain and any matters they should report to Activ.

Measuring Effectiveness

Activ remains committed to better embed Modern Slavery Awareness within our supply chains and operations.

Activ is committed, when any instances of Modern Slavery are detected in its operations or supply chain, to document and record such cases, prioritise investigation, remedy the situation and undertake corrective actions.

In FY22 Activ increased the Modern Slavery review of its suppliers to 66% of overall expenditure (compared with 63% in 2021).

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Awareness and Training

To ensure organisation-wide understanding of the Modern Slavery risks within our operations and supply chains, Activ undertakes the below:

- New Starters - Orientation materials which include information on the basic principles of Modern Slavery and Activ's Policy for mitigation of Modern Slavery exposure and risk. This information has been included in the "NDIS Requirements – Our Policies and Procedures" online training modules for all new staff as part of the Activ Orientation Program;
- Activ All – Annual communication to all staff (new/existing) of Modern Slavery and Activ's Policy for mitigation of Modern Slavery exposure and risk; and
- Key Purchasing & Supply Management - Staff – increase awareness on the importance of adherence to the Supplier Code of Conduct and Activ's legal responsibilities to identify and report potential risks; and mitigate exposure to Modern Slavery practices.

Next Steps

Activ acknowledges that Modern Slavery risk management is a continuous process.

Activ is committed to ensuring that the organisation understands its legal requirements to identify potential Modern Slavery risks and mitigate them, and as part of this, Activ will continuously:

- review and enhance any internal modern slavery specific policies in combination with existing policies;
- revise Procurement Framework;
- assess suppliers on modern slavery practises to minimise and mitigate related risks;
- continue to communicate the Activ Supplier Code of Conduct to suppliers; and
- consider changes to Activ's tendering process and contractual requirements in its contracts with suppliers.

This statement was approved on 22 December 2022 by Activ's Board of Directors.



Michael Heath
Chief Executive Officer
Activ Foundation Inc.

22 December 2022