

Modern Slavery Statement

D&M Lyone Holdings Pty Ltd FY2021

This statement covers the activities of D&M Lyone Holdings Pty Ltd (ACN 45102456851) (D&M) during the year ended 30 June 2021.

This modern slavery statement is made under the *Modern Slavery Act 2018* (Cth) and sets out the actions we have taken to assess and address modern slavery risks in our operations and supply chains.

About Us

At D&M, we recognise that respecting the human rights of those affected by our business activities is important. We endeavour to make a positive and real difference to our immediate and greater community through our operations and wider supply chain.

Our Structure

D&M is a company incorporated in New South Wales, Australia and our registered office is located at 25 Nyrang Street Lidcombe New South Wales 2141.

D&M is an investment company focused primarily in commercial property in addition to sole shareholder in a separate entity Complete Office Supplies (COS), a cleaning and office supplies distribution business. COS' employees are engaged by Complete Office Staffing, a related entity which is also wholly owned by D & M. D&M also own a number of commercial properties tenanted by COS as well as other property investments.

COS qualifies as a reporting entity under the terms of the Modern Slavery Act and has published its own Modern Slavery Statement.

Our Operations

As an investment company our operations are minimal. Our commercial investment properties are tenanted. Our main business investment is in COS and its related entity Complete Office Staffing.

COS is a business-to-business cleaning and office products supplier. COS was founded in NSW in 1977 by Dominique Lyone, with COS now managed by his daughters and co-CEOs Belinda and Amie Lyone. In the last 45 years, COS has grown to become a national supplier to both Government and Corporate Australia, offering a next day delivery service for thousands of products for every room in an office to over 20,000 customers across Australia. The COS operations span across Australia, with employees, warehouses and an extensive driver network in every state and territory.

Our Supply Chain

As an investment business our supply chain is minimal. We procure minimal goods and services. Our properties are tenanted and the tenants hold responsibility for the cleaning and maintenance services.

Modern Slavery Risks

We recognise that modern slavery may impact our business activities and we endeavour to take responsibility for reducing the risk that we might contribute to modern slavery through our operations and supply chains.

Risk Assessment Methodology

We utilise a risk assessment which considers a number of indicators of modern slavery risks including the type of products and services, geographical location and specific entity risk.

Our risk assessment has indicated that our operations and supply chain have a low potential for modern slavery risks. Our risk profile is summarised in the table below.

Risk Profile

Risk	Description of risk
Services	<i>Commercial properties require cleaning services which have been an area of higher potential of modern slavery.</i>
Geographic	<i>Our investments are all based in Australia which are classified as having lower modern slavery risk.</i>
Specific Entity	<i>One of our investments COS does operation within a medium area of risk as they procure thousands of products to on sell to Australian Businesses.</i>

Actions to Assess and Address Risk

We understand the importance of working collaboratively with our employees and suppliers to combat modern slavery.

Due Diligence

As noted above, we undertook an initial risk assessment to identify any key modern slavery risks that existed within our operations and supply chains. It was identified that as an investment company our risk of modern slavery is low.

In FY2021, we ensured the management team of our main investment COS were well informed of the Modern Slavery Act and had the resources required to submit their annual statement.

Governance and Accountability Framework

An internal modern slavery working group is established in our main operating entity COS to lead the assessment of our risks of modern slavery and implement actions to address those risks. Training provided to the working group is used as an essential element for guiding the assessment of risk in our operations and supply chains and implementing actions to mitigate these risks.

Training was also conducted across the wider COS business including for all sales staff, category managers and leadership positions to raise awareness of modern slavery risks and how they arise in our operations and supply chains,

Assessing our Effectiveness

We are committed to reviewing the effectiveness of our actions by regularly reviewing our modern slavery processes in our owned entities with senior management meeting annually to consider whether we are appropriately identifying and evaluating our modern slavery risks

Consultation

D&M consulted with owned and controlled entities COS & Complete Office Staffing to ensure modern slavery risks were being identified and assessed.

During FY2021, there was consistent consultation and collaboration between the executive leadership of COS and the modern slavery working group within COS.

FY2022 Focus

In FY2022 we will focus on implementing improved initiatives and strategies with a focus on targeting supply chains that may facilitate modern slavery. These strategies will include:

- a review of our risk assessment methodology to incorporate learnings from previous reporting periods
- Introduce refresher modern slavery training to relevant staff in procurement, recruitment and compliance roles, to maintain awareness of modern slavery risks and how they may arise in our business;
- extending our grievance mechanism for concerns of modern slavery to both our suppliers and members of the public

This statement was approved by the sole director of D&M on 30 December 2021.



Dominique Lyone
Director