V3 Hospitality Pty Ltd Modern Slavery Statement – 2021

V3 Hospitality Pty Ltd ABN: 99 620 784205

11/129-133 Military Road, Neutral Bay, NSW, 2089, Australia





ESSENTIAL KITCHEN

Contents

Introduction3
Business Structure, Operations and Supply Chain4
Business Structure4
Operations4
Supply Chain4
COVID-19 Response5
Operations5
COVID-19 impact on our modern slavery statement5
Identifying and mitigating heightened risks in our operations during COVID-196
Supply chain6
Identifying and mitigating heightened risks in our supply chain during COVID-196
COVID-19 – What we learnt from our experience7
Identifying Risks
Operations7
Supply Chain8
Risk Mitigation & Remediation10
Internal Operations Policy & Ethical Approach10
Procurement & Supply Chain11
Effectiveness
Consultation with Entities13
Approval and Authorisation13
Additional Information14
References
Articles15

Introduction

This is the first Modern Slavery Statement made by V3 Hospitality Pty Ltd. This statement identifies areas of risk within internal operations and supply chain, outlines actions taken to assess and address risk and assesses the effectiveness of our actions.

Modern Slavery is a growing global issue, one which inherently violates basic human rights through the exploitation of people. Modern Slavery is defined as "situations of exploitation that a person cannot refuse or leave because of threats, violence, coercion, deception and/or abuse of power."

Unfortunately, Modern Slavery is wide-spread and may exist within our broader community. Modern Slavery may also be indirectly supported through the purchase of goods or services through global supply chains which may exploit people in developing nations. It is therefore, our responsibility to audit and report on potential risks associated in supply chains to ensure that goods and services procured are responsibly and ethically sourced.

V3 Hospitality is a family owned and run company. Family values such as respect and care for one another are at the core of our organisation and are practiced daily in our interactions with all stakeholders. We believe it is our responsibility to ensure that these values are embedded in all stages of our supply chain.

As a company, V3 Hospitality has always endeavoured to conduct business in an ethical manner with consideration for the needs of our broader community and environment. We aim to better the lives of those we serve while working together with organisations to achieve our corporate social responsibility objectives.

At the forefront of our social responsibility is our commitment to eliminating modern slavery. We believe that no business is immune to the risk of modern slavery in their supply chains and that we can only eliminate risks by working collaboratively with others to drive change. This commitment is underpinned by our belief in people, human rights and our working relationship with organisations that share our beliefs and values. Our submission of a Modern Slavery Statement marks a milestone for V3 Hospitality and our fight to eliminate modern slavery.

Business Structure, Operations and Supply Chain

Business Structure

V3 Hospitality is a Sydney-based, family-owned and operated proprietary limited company incorporated in NSW, Australia with its head office and kitchen based at 11/129-133 Military Road, Neutral Bay, NSW, 2089. V3 Hospitality operates three distinct hospitality brands; Pen Catering, Essential Kitchen Sydney & CanapeMe, all of which operate from our Neutral Bay kitchen.

As an organisation and through V3 Hospitality's respective offerings, we aim to better the lives of our community by providing healthy food options to improve total wellbeing. In doing so, every decision and action taken by our organisation is driven by community and must therefore be held to the highest ethical standards while considering environmental sustainability.

V3 Hospitality has been significantly impacted by COVID-19 over the course of the pandemic. As a result, our staff numbers have significantly declined from approximately 20 employees (pre-covid) to 9 employees (6 full-time, 1 part time and 2 casual) during the pandemic. Of these 9 employees, 5 are directly related and part of the same family.

V3 Hospitality, does not employ subcontractors or the services of labour hire companies to assist in any part of the operation of Pen Catering, CanapeMe or Essential Kitchen Sydney.

Operations

V3 Hospitality operates under three distinct hospitality brands; Pen Catering, Essential Kitchen Sydney & CanapeMe.

Pen Catering, established in 2006, has grown to become a leader in Sydney's corporate catering market, specialising in drop-off catering for all corporate occasions and events. Pen Catering is the largest revenue generating business under the V3 Hospitality banner.

Essential Kitchen Sydney is a ready meal manufacturer with a focus on the health and wellbeing of the customers we serve. The business was founded in 2020 in response to both the effect COVID had on the corporate catering industry and the need to address the issue of sustainability and reliance on single use plastics within the ready meal market.

CanapeMe is a new concept that will operate within the B2C catering market. The business aims to deliver a boutique range of hand-crafted canapes to households Sydney-wide. The business is under development with the aim to be operational by mid-2022.

Supply Chain

V3 Hospitality Pty Ltd supply chain spend, both direct and indirect, is predominantly made to Australian based suppliers, however, we do procure some services, particularly website platform licencing, hosting and online advertising, through multi-national corporations.

In FY2021, V3 Hospitality engaged with 68 suppliers to provide goods and services for the operation of our brands at our Neutral Bay kitchen. For complete accuracy, some specific supplier details, particularly those operating as sole traders in fresh produce market environments, may not have

been captured however, a risk assessment, purchase data and industry specific produce information has been used in the development of this statement.

V3 Hospitality identified 33 of these 68 suppliers are direct suppliers which accounts for 66.79% of supply chain spend with the remaining 33.21% of total supply chain spend attributed to indirect suppliers. Of the total direct suppliers used in FY21, 13 key suppliers of goods and services were identified as being integral to the operation of our businesses due to the frequency of engagement, quantity supplied and reliance on timely delivery.

Our largest category of supply chain spend is on those direct suppliers which makeup our cost of good sold. This includes food suppliers (60.64%), beverage suppliers (4.15%) and packaging suppliers (2%) who provide both ingredients and materials including; fresh meat, poultry, dairy, fish, eggs, bread, fresh fruit and vegetables, sauces, pasta, rice, drinks, food containers, catering boxes and numerous packaging materials used in production of our finished goods. The remainder of our supply chain spend (33.21%) is attributed to indirect suppliers of goods, services and overheads including; rent, electricity, gas, licencing, insurance, motor vehicle repair and maintenance, freight, advertising, legal and accounting expense, office supplies and website maintenance.

COVID-19 Response

COVID-19 has had a profound effect on small business and in particular, the travel and events industry. The pandemic has resulted in a significant disruption to the catering industry which has in turn, resulted in job losses throughout the hospitality industry. We have been closely monitoring the effects of COVID-19 on our business, industry and labour force and understand the impact boarder closures, travel restrictions and loss of income has had on employment.

Significant government support through schemes such as Jobkeeper and Jobseeker has protected Australian citizens to some extent from the adverse effects of the pandemic. However, we have found migrant workers, international students and those on temporary working visas to be considerably more at risk of displacement. We have taken measures to protect venerable workers within our organisation.

Operations

COVID-19 impact on our modern slavery statement

With significant disruptions to our business over the course of the pandemic the completion date of our modern slavery statement was delayed from late 2021 to early 2022. Access to resources was the primary issue causing delay. Available personnel were allocated to crisis management to ensure business continuity and as a result of the pandemic, the business was unable to employ the resources required to assist in the further analysis of supply chains and management of our modern slavery objectives.

The pandemic created international supply chain issues which resulted in changes to products purchased by V3 Hospitality, impacting our risk analysis in the development of this statement. Changes to our supply chain required further analysis and with our limited resources available, attributed to the delayed completion of this statement.

Identifying and mitigating heightened risks in our operations during COVID-19

COVID-19 had an immediate and devastating effect on our core business, Pen Catering. News of potential lockdowns and an increase in local cases in March 2020 resulted in an immediate action being taken by the corporate sector resulting in over 90% of future orders being cancelled. With consideration for the significant loss of business, we identified that our casual staff at the time, with the majority on student visas, to be most at risk. We provided the following safeguards for our staff;

- Developed a new business, Essential Kitchen, that could support staff most at risk with additional hours to work
- Invested in PPE, hand sanitisers and additional cleaning to ensure the safety of team members
- Financially supported staff required to self-isolate with up to two weeks paid leave
- Worked with other caterers to lobby government to extend support to those staff most at risk including international students and those on temporary work visas.
- Provided clear communication channels between operational staff and managers allowing for direct reporting from staff and action taken by managers to address areas of concern.

While the pandemic continues to evolve through the introduction of new variants, we continue to closely monitor our environment, identifying and mitigating potential risks, and improve business practices to support both our staff and broader community.

Supply chain

The pandemic provided us with an opportunity to work closer with our suppliers. While business turnover was considerably affected and resources limited, we worked to establish opportunities for new business with our suppliers to support both their staff and ours. Essential Kitchen Sydney, although now predominately a ready meal manufacturer, initially offered essential household supplies using our existing supplier network at a time when supermarkets experienced difficulty keeping up with local demand.

Identifying and mitigating heightened risks in our supply chain during COVID-19

The effect of COVID-19 on the catering industry had a flow on effect to our key suppliers. Our key small goods supplier reduced the amount of days goods were available for delivery by 50%. As demand for PPE, hand sanitiser and cleaning supplies significantly increased, so did our reliance on our supplier network. We were forced to establish relationships with new suppliers to purchase essential items and mitigate the risk of disruptions to our supply chain and ensure the safety of all stakeholders in the business.

We realised the potential risk to our suppliers at the beginning of the pandemic and modified our payment terms to 7 days for most suppliers to ensure cash flow remained consistent throughout the pandemic. This measure supported our suppliers and their staff most at risk while simultaneously strengthening our relationships and ensuring continued supply of goods.

Compliance was one area identified as being most effected by the pandemic. Small businesses within affected industries have had to continually adapt and change in order to survive while managing compliance with government regulations and initiatives throughout the pandemic. We further identified a decrease in audits and audit transparency within domestic and international

businesses partly due to social distancing and restrictions imposed by governments in the management of the pandemic. In order to manage changes to compliance and auditing, we opened discussion with key suppliers to ensure they remained compliant with changing government regulations and mandates and were ensured that their internal auditing processes were unaffected.

COVID-19 - What we learnt from our experience

The pandemic forced our business to change the way in which we operate and manage crisis situations. Our experience has led us to recognise the need to;

- Increase the flow of communication between stakeholders, including staff and suppliers, at all levels outside working hours to ensure the prompt update of information as it becomes available
- Increase staff training with a focus on employee rights, identification of modern slavery risks, workplace procedures, cleaning and sanitisation
- Strengthen supplier and customer relationships to ensure consistency in business operations and supplies to address ongoing and future risks in times of crisis.
- Increase the frequency of supply chain auditing to ensure compliance with our supplier code of conduct and government legislation and mandates.

Throughout 2022, we will continue to review our response to COVID-19 and implement changes to our operations and supply chain that will have a positive effect on our work on human rights and the elimination of modern slavery.

Identifying Risks

Risks of modern slavery are continuing to grow with the use of increasingly globalised supply chains. Small business is often exposed to such risks and often unaware of their potential existence in their own supply chains. While it may be easier to eliminate the existence of modern slavery directly caused by small business, risks may occur when a small business does not audit its supply chain to identify if its operations either contribute to or are directly linked to modern slavery through its supplier network.

In 2021, COVID-19 continued to a have severe implications on business revenue and operations subsequently limiting our access to resources required to finalise our modern slavery statement. Despite the impact of COVID-19, we continued to work on mapping our supply chain and identified ingredients and products.

Operations

V3 Hospitality operates from a centralised production kitchen with an open plan kitchen and a flat management structure where owners are directly engaged with day-to-day management and operations of the business. Our HR practices are in line with government legislation and awards and we do not employ independent contractors in our operations. Our assessment has determined that our operations pose no current risk of any form of modern slavery present in the workplace.

Our current full-time, part-time and casual staff are all Australian residents and are aware of their rights in the workplace. Historically, however, the majority of our casual employees have consisted of immigrants, international students or working holiday visa holders. These members of staff are often employed by more than one organisation and are at higher risk or may be exposed to various forms of modern slavery. We identified a need to promote awareness of modern slavery, in all its forms, and educate staff on fair work legislation and in particular, award wages to minimise risk of staff encountering forms of modern slavery in other organisations. We have conducted additional training with current employees to minimise the risk of modern slavery in our workplace and other places they are employed. We have also modified our induction and training program for new employees to educate employees in the identification of risk.

We believe that by increasing awareness and working with our staff to identify and report risks within the workplace we are better equipped to implement structural change to eliminate modern slavery.

Supply Chain

While operating as a smaller organisation with a flat management structure allows V3 Hospitality to eliminate risk of modern slavery caused by our organisation, it means that we are more susceptible to the risks of modern slavery through a reliance on larger tier 1 suppliers and their complex international supply networks. We continue to monitor our exposure to risk using the resources we have available, primarily relying on information sharing between relevant stakeholders and third party organisations, staff and industry insights and media reports. Collating information from these various sources provides the opportunity to identify and mitigate additional human rights risks posed by large suppliers and their supply networks.

V3 Hospitality sources products and raw materials from a number of distributors and producers. These suppliers offer an extensive range of goods that incorporate fresh produce, branded and nonbranded products. While our suppliers are based in Australia, with the majority of goods ordered being manufactured, grown or farmed domestically we are reliant on international supply chains which carry heightened levels of modern slavery risk.

In 2017, we reached out to our Tier 1 suppliers to discuss the potential of modern slavery in our supply chain. We asked each supplier to conduct investigations into their own supply chains and sign a statement confirming that our supplier did not directly cause modern slavery in their operations. At the time 20 transparency agreements were signed by key suppliers, many of which have continued their supply to V3 Hospitality into 2022. While this measure did not investigate the specifics of T2 and T3 suppliers, it did make our suppliers aware that we were focusing more on ethical business practices and were committed to the continued investigation of larger international supply chains.

In 2021 we assessed the modern slavery and human rights risk of our tier 1 supplier network, both direct (33 suppliers) and indirect (35 suppliers). All suppliers were investigated for report of human rights abuses and no suppliers were found to have directly caused any human rights abuses.

Direct suppliers consist of food, beverage and packaging suppliers with risk being assessed on each individual product or ingredient purchased for FY21. In total 325 products were identified as being supplied to V3 Hospitality in FY21. Upon further investigation, these items were checked against the 2020 US List of Goods Produced by Child Labour or Forced labour produced by the US Department of

Labor (USDOL). 11 products were identified as being at risk of forced or child labour which represents 3.38% of the total product list supplied to V3 Hospitality and >1% supply chain spend for the 2021 financial year.

Risk of child labour was noted in dried banana and desiccated coconut from the Philippines, ground cumin and hazelnuts from Turkey, pepper from Vietnam and anchovy fillets from Peru. Risk of forced labour was evident in tinned tuna from Thailand and rubber gloves manufactured in China. Taiwan was not covered in the TDA report however, was noted as employing exploitative labour in fish products which may be evident in Barramundi supply to Australia.

While we have no current evidence of specific human rights violations of T2 and T3 suppliers, potential risk of child labour was noted in rice paper products sourced from Vietnam. Although rice paper is produced from rice flour, we can only assume that this T2 supplier sources rice flour domestically from a country that has been noted as employing child labour in rice production.

There was no evidence of our T1 suppliers of domestic produce involved in any form of modern slavery and suppliers were assessed as having low risk of modern slavery in their operations, however, media and government reports of human rights abuses and exploitative labour practices in the Australian agricultural sector continue to emerge. Underpayment, overworking and harassment continue to be reported while there is evidence of assault and threats of deportation of foreign nationals working in the Agricultural sector. Of particular concern are undocumented workers who have a higher risk of debt bondage including the retention of identity documents and deceptive recruiting. The risk of modern slavery in the Australian Agricultural industry is wide, deep and systemic, particularly through the implementation of worker pay based off piece rates. We have therefore identified Australian agricultural produce, particularly non-branded and fresh produce, as posing a greater risk of modern slavery. These are areas of risk that we may contribute to.

Of the 35 indirect suppliers identified in our analysis;

- 24 had submitted modern slavery statements or were government affiliated and compliant with modern slavery legislation.
- 10 suppliers were owner operated domestic businesses with staff levels under 10 employees
- 1 Canadian based IT company with annual turnover exceeding \$100m was identified as not having submitted a modern slavery statement. Further investigation failed to find any evidence of human rights abuses.

We concluded that our indirect suppliers are at low risk of modern slavery in their operations and supply chains.

In order to identify the risk of modern slavery we are continuing to;

- a) Map and promote the development of Modern Slavery Statements within our supply chain. Operating within the hospitality industry, our T2 and T3 suppliers may change or substitute non-vendor branded goods and raw materials without notice. It is therefore increasingly important to work with our T1 suppliers to investigate their supply chain. In 2022 we are committed to working with our T1 suppliers to;
 - a. Adhere to our supplier code of conduct
 - b. Update supply chain transparency agreements confirming that the goods and/or services supplied are in accordance with our supplier code of conduct, that business operations and HR practices are in accordance with Australian Fair Work legislation

and the supplier is assessing the risk of slavery in accordance with the Modern Slavery Act 2018.

- b) Monitor Australian and international media and government websites for reports of all forms of modern slavery that may directly or indirectly impact our supply chain.
- c) Assess risk areas within our own organisation now and as we continue to grow. This includes monitoring government websites for any changes made to fair work legislation or industry awards and ensuring that these changes are actioned within our own organisation.

Risk Mitigation & Remediation

At V3 Hospitality our mission is simple to better the lives of our community by providing healthy food options to improve total wellbeing. In doing so, every decision and action taken by our organisation is driven by community and must therefore be held to the highest ethical standards with consideration of environmental and social responsibility.

Our response to our investigation and identification of modern slavery risks in our operations and supply chain is dictated by internal policy and procedures held by V3 Hospitality.

Internal Operations Policy & Ethical Approach

At V3 Hospitality we have stringent standards in place to ensure complete compliance with government legislation and continue to stay up-to-date on revisions and changes to the MA000009 Hospitality Industry (general) Award. As business operations are directly managed through a flat management structure whereby owners are directly involved in the day-to-day operations including throughout the hiring and training process and payroll, we have assessed that there is currently no risk of modern slavery in our operation.

V3 Hospitality does not rely on labour hire firms in order to fill staff shortages due to the increased risk of modern slavery, in particular, relating to underpayment of wages. Such decisions are made in accordance with our workplace policy and our mission to the better the wellbeing of our community.

In regards to recruitment, V3 Hospitality adheres to a strict process of communication and complete transparency with potential employees. Potential employees are required to present evidence of employment eligibility which may include current visa status or relevant qualification status if necessary. Employees are offered an employment agreement prior to commencing employment which is reviewed annually and updated in accordance to changes in the relevant award. Each employment agreement clearly defines employee rights and obligations. Prior to commencing work, new employees undergo induction which involves training on workplace policies and procedures with particular reference to our Operational Health & Safety Program. Existing employment agreements are also modified in accordance with changes to the relevant award with particular acknowledgement to changes to the minimum wage and worker rights.

We understand that risk of modern slavery may increase as our organisation continues to grow post COVID-19 pandemic and also identified historical external risk to employees holding Australian visas with working rights who were also working a second job.

In 2021, in response to our understanding of potential future modern slavery risks posed by internal operations, our Induction process was modified to include statements relating to our COVID-19

response and our work on modern slavery. Employees currently employed attended additional training to address COVID-19 and modern slavery and were trained to identify and report risks of modern slavery both within the workplace and in employees who may experience forms of modern slavery in other organisations. All staff, including Managerial staff, were encouraged to engage in open communication with owners and pay particular attention to Australian visa holders, particularly casual employees, working at other organisations.

Induction and training for each staff member is recorded and programs are audited internally annually to identify potential areas of improvement.

Procurement & Supply Chain

At V3 Hospitality, our suppliers are carefully selected by management based on a strict set of guidelines. Suppliers must firstly adhere to our operational requirements and supplier code of conduct which outlines our expectations with regard to labour and human rights, environmental sustainability, occupational health and safety and corporate governance.

Suppliers are then required to complete a supplier transparency agreement. Our supplier transparency agreement was initiated in 2017 as part of our efforts to identify risk of modern slavery in our supply chain. At the time 20 transparency agreements were signed by key suppliers which increased awareness amongst our suppliers that we were focused on ethical business practices and committed to the investigation of modern slavery and human rights abuses in larger international supply chains. Suppliers were also encouraged to engage in training and further educating staff on modern slavery through third party organisations such as The Freedom Hub. This agreement has been updated and amended over time in accordance with Modern Slavery legislation.

Prior to conducting business, V3 Hospitality conducts a due diligence process to assess potential suppliers 'fit' with our organisational beliefs, values, ethics and mission. Suppliers are reviewed for legal compliance, interviewed and investigated to ensure each supplier operates to the highest ethical standards. This process involves searching for any history of human rights abuses, reports of unethical business practices and employee mistreatment including underpayment and unfair work conditions. Once our due diligence process has concluded, suppliers are approved and our managers are provided with a list of approved products which they are authorised to purchase to facilitate our operation. Suppliers, once approved, are subject to annual audits based on the above criteria to determine if they remain 'fit' to continue supply V3 Hospitality. As a result of this extensive process, suppliers, once initially approved, tend to become long term suppliers.

In 2020, we modified our supplier code of conduct to incorporate modern slavery and began mapping our supply chain to the product level including country of origin. After reviewing 325 products supplied to V3 Hospitality in the 2021 financial year, 11 products were identified as being at risk of being produced by child and forced labour. Suppliers of these products were notified of these breaches to our supplier code of conduct and advised that in order to continue supply, alternative products must be sourced and supplied immediately. Upon further investigation, we found suppliers had substituted products in cases where COVID-19 had restricted supply of pre-approved products to ensure continual supply to our organisation. Suppliers in breach of our supplier code of conduct were issued with a warning and encouraged to address each product identified in our analysis and to continue further investigation into their supply chains. Suppliers were further encouraged to engage in clear communication with managers of V3 Hospitality to address any changes to business operations and their supply chain network.

With regard to managing risk of modern slavery in the supply of domestic produce to our organisation, attention was paid to suppliers operating in market environments. An emphasis on purchasing goods from growers and farmers directly was placed over purchasing produce from agencies due to the complexity and difficulty in mapping their constantly changing supply chains. Our investigation into Australian produce did not discover any specific cases of modern slavery or human rights abuses in our T1 supplier network, however, our change in suppliers operating within market environments will allow for our supply chains to continue to be mapped and instances of modern slavery identified easier.

These actions were taken in accordance with company policies and highlighted the importance of continued investigations into our complex supply chains.

Effectiveness

As previously mentioned, the areas of risk identified through our investigations and mapping of supply chains resulted in immediate action taken by V3 Hospitality management. Specific instances of human rights abuses or modern slavery were not found, yet products supplied with a country of origin that had been identified by the 2020 US List of Goods Produced by Child Labour or Forced labour produced by the US Department of Labor (USDOL) were immediately discontinued. Suppliers were notified and warned and alternative products sourced which had been deemed not at risk of being a product of modern slavery. While we did not identify any specific instances of human rights abuses or forms of modern slavery in our procurement of domestic produce, we have identified that this is an area of risk and must continually be monitored for changes.

Our action has resulted in our supply chain removing current risk of modern slavery in our operations and supply chains however, COVID-19 has had a profound effect on businesses and the environment in which they operate in. We therefore acknowledge the need for continued investigation and increased auditing both within our operations and supply chains in order to minimise risk of modern slavery.

We believe that all stakeholders must work together in order to eliminate modern slavery in all its forms. Fundamental to this belief is education and training on the identification of risk of modern slavery. Since 2017, we have encouraged open discussion with our stakeholders relating to modern slavery, worked with suppliers to map supply chains and encouraged suppliers to implement training with key employees to identify areas of risk. Continued cooperation over time has provided us with the information required to identify our own areas or risk and develop strategies to mitigate risk. We endeavour to continue working with stakeholders at all levels to identify and mitigate areas of risk.

Consultation with Entities

V3 Hospitality Pty Ltd and its respective brands (Pen Catering, CanapeMe, Essential Kitchen Sydney) are wholly family owned and operated. The entity does not own or control any other entities. Directors of the entity also assume the roles of senior and middle level management and are actively engaged in the day-to-day management of operations. The process of consultation in the development of this statement is therefore simplified, whereby, directors/managers engaged key personnel, including the head chef and production managers, who are directly involved in the procurement process.

The process of consultation with key personnel is on-going and will continue in preparation of future Modern Slavery Statements.

Approval and Authorisation

This statement has been approved by the board of directors of V3 hospitality Pty Ltd on 07/07/2022 and will be reviewed annually.

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Tass Vatalidis, Director & CEO, V3 Hospitality Pty Ltd 7/07/2022

Ray Vatalidis Director & Client Relations Manager, V3 Hospitality Pty Ltd 7/07/2022

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Michael Vatalidis, Director & Operations Manager, V3 Hospitality Pty Ltd 7/07/2022

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