

# Core Labour Policy

Woodcraft Doors management is committed ensuring social accountability obligations pertaining to labour rights and safe working conditions are achieved.

This Policy is supported by our Workplace Labour, Health and Safety Manual, which aligns with the Ethical Trading Initiative (ETI) Base Code, founded on the conventions of the International Labour Organisation (ILO), which sets the minimum code requirements for good labour practices.

## **Child, Forced and Compulsory Labour**

Woodcraft Doors will not use any child labour within our operations and will not employ workers below the age of 15.

Workers between the age of 15-18 will not be permitted to perform or engage in hazardous work, unless working under approved training, such as a regulatory approved apprenticeship or traineeship.

Woodcraft Doors will ensure that there is no forced, bonded or involuntary prison labour used by company stakeholders and that:

- Employment is freely chosen;
- Freedom of movement is respected, where workers are not obligated or coerced to perform the work and are free to leave the organisation at any time; and
- Workers are not required to leave deposits, pay for work, leave their bank cards or their identity papers (e.g. passports, visas, proof of identity) on commencement of employment.

Woodcraft Doors adheres to the Australian National Employment Standards (NES), which set the minimum employment entitlements that are provided to all workers, and we engage our workers through a written employment contract, which includes minimum requirements as outlined within the NES.

Employment contracts will be written in English or in a concise country-specific language that the employee understands.

## **Discrimination in Employment**

There is to be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Woodcraft Doors will provide an environment where all workers can work without distress or interference caused by harassment or any other inappropriate workplace behaviour.

## **Harsh or Inhumane Treatment**

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is strictly prohibited by all company stakeholders.

## **Freedom of Association**

Woodcraft Doors ensure freedom of association and respects the right of our workers to collectively bargain. Workers are not subjected to harassment, intimidation, or retaliation in their efforts to associate or bargain collectively.

Woodcraft Doors does not discriminate against union members or employee representatives by refusing to hire them or by terminating workers based on their affiliation. Trade unions must be impartial and independently represent and safeguard the legitimate rights and interests of workers.

Employee representatives will be elected freely without interference from management and provided with access to the workplace to carry out their duties, including access to workers and management.

This Policy will be reviewed to ensure that it continually meets our needs and obligations.

We will communicate this Policy to internal and external stakeholders, as appropriate to ensure that they are aware of our commitment to core labour and fair work obligations.

Endorsed by:



Adrian Gunara  
Managing Director  
10<sup>th</sup> September 2022