



RECRUITMENT: TALENT, SEARCH & SELECTION WITH A *PERSONAL TOUCH*

ABN 25 150 707 289

Social responsibility.

January 2018

iCHGROUP Pty Ltd is a recruitment agency also providing on-hire services to specific customers. The company was founded in 2011 and the Founder / Directors of the company today and have a strong belief in fair play and consistent business practice.

Company Principles and Values

1. CUSTOMERS
2. JOB SEEKERS
3. RELIABILITY
4. COMMUNITY & ENVIRONMENT
5. HONESTY & INTEGRITY

But our commitment to these Principles and Values does not end outside the walls of iCHGROUP offices. It extends to the places where our job seekers work.

By staying Committed to best and fair practice, we will deliver Reliable assistance to help our Customers (both clients and job seekers and on-hire personnel) in the safest and best manner. By constantly checking ourselves when selecting and working with our customers, and also by maintaining Honesty and Integrity in that process, we will manage to work with good social compliance in the Community and Environment in which we live.

Being a forward thinking environmentally friendly business is an ongoing concern. iCHGROUP understands that the world knows more now about the effects of human actions on our planet, than at any other time in history. Therefore, we believe it is our responsibility to try harder to be better in this area and match our actions with our company Principles and Values.

Applying these Principles and Values holds us accountable, and reminds us how important it is to ensure that the workers who assist iCHGROUP customers are treated fairly, in accordance with local and international laws (and accepted international standards of compliance). At iCHGROUP we



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recognise that our people is the backbone of our business, and we expect our business partners to understand that and respect the rights of their people equally.

We take the same approach to our Environmental Policy, matching our actions with our company Principles and Values.

With this general intention in mind, iCHGROUP also recognises the breadth of its suppliers. Purchasing only from suppliers with a satisfactory level of compliance is a process to which iCHGROUP is highly committed. Devoting resources is a necessary part of that.

iCHGROUP's intention is to purchase services and products solely from sources that adhere to and respect the Principles, Values and standards that iCHGROUP holds paramount.

Employment Relationship: Employers shall adopt and adhere to rules and conditions of employment that respect workers, and at a minimum, safeguard their rights under national and international labor laws, social security laws and regulations.

Nondiscrimination: No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin.

Harassment or Abuse: Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

Forced Labor: There shall be no use of forced labor including slavery and/or human trafficking, prison labor, indentured labor, bonded labor or otherwise. All workers shall have the right to enter into and terminate their employment freely.

Child Labor: No person shall be employed under the age of 15, or under the age for completion of compulsory education – whichever is higher.



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Freedom of Association and Collective Bargaining: Employers shall recognize and respect the right of employees' freedom of association and collective bargaining.

Health, Safety and Environment: Employers shall provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work, or as a result of the operation of employers' facilities. Employers shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.

Hours of Work: Employers shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular workweek shall not exceed 48 hours. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period. All overtime work shall be consensual. Employers shall not request overtime on a regular basis and shall compensate all overtime work at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.

Compensation: Every worker has a right to compensation for a regular work week that is sufficient to meet the worker's basic needs and provide some discretionary income. Employers shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, as well as provide any fringe benefits required by law or contract.

Environmental Policy

Since the beginning iCHGROUP has actively contributed to its local communities, through joining in community clean-ups. We also have a strong determination to be environmentally responsible, and we encourage our people to participate in achieving this. The below points guide our people in achieving our Value of "Community and the Environment", that constitutes our Environmental Policy;

- Use eco-friendly and recycled materials
- Recycle.
- Be aware of electricity and car use to less impact on our environment, whether it be carbon reduction and/or waste reduction



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- Reduce our use of plastic bags.
- Strive to use less and waste less in all areas of work.
- Respect the people and the land in which we work.
- Demonstrate honest and ethical behavior in all that we do

We see our pathway to sustainability as a journey where our customers and people in general are constantly raising their expectation level.