

First Class HR Solutions - Modern Slavery Policy

Effective Date: 1st July 2023 (V2.2)

First Class HR Solutions is committed to the prevention of modern slavery and human trafficking in all its forms, as outlined in the Modern Slavery Act 2018 (the Act). We recognise our responsibility to ensure that our operations and supply chains are free from slavery, forced labour, child labour, and other forms of exploitation. This policy sets out our commitment to combat modern slavery and the actions we will take to achieve this.

Scope:

This policy applies to all employees, contractors, suppliers, clients, and any other third parties associated with First Class HR Solutions. It encompasses all activities, both within Australia and internationally, undertaken by First Class HR Solutions and its supply chains.

Policy Principles:

Compliance with Legislation:

We will comply with all applicable laws and regulations related to modern slavery, including the Modern Slavery Act 2018. This includes reporting requirements and taking appropriate steps to address any identified risks of modern slavery within our operations and supply chains.

Risk Assessment:

We will conduct regular assessments of our operations and supply chains to identify and evaluate potential risks of modern slavery. This assessment will consider factors such as geographical location, nature of work, industry sector, and supplier relationships.

Supplier Engagement & Due Diligence:

We will engage with our suppliers and other business partners to raise awareness of modern slavery risks and to ensure their compliance with this policy. We will conduct due

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diligence on suppliers and assess their modern slavery risks through questionnaires, site visits, audits, and other appropriate measures.

Supplier Contracts & Codes of Conduct:

We will include provisions in our supplier contracts that require compliance with applicable laws and regulations related to modern slavery. We will also encourage suppliers to adopt their own policies and codes of conduct addressing modern slavery risks.

Training & Awareness:

We will provide training to our employees and contractors to raise awareness of modern slavery and equip them with the knowledge to identify and report any potential cases of exploitation. We will also ensure that this policy is communicated effectively throughout the organization and to relevant external stakeholders.

Reporting & Investigation:

We encourage the reporting of any concerns or suspicions of modern slavery within our operations or supply chains. We will establish appropriate channels for reporting, protect whistleblowers from retaliation, and ensure that all reports are thoroughly investigated and addressed.

Continuous Improvement:

We are committed to continuously improving our efforts to combat modern slavery. We will review this policy periodically, considering changes in legislation and best practices, and make updates as necessary.

Responsibilities:

- Senior Management - Senior management is responsible for establishing and implementing effective measures to prevent modern slavery, providing adequate resources, and ensuring compliance with this policy.
- Employees and Contractors - All employees and contractors have a responsibility to familiarise themselves with this policy, report any concerns, and cooperate with any investigations related to modern slavery.

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- Suppliers and Business Partners - Suppliers and business partners are expected to comply with this policy and actively work towards eradicating modern slavery from their operations and supply chains.

Review:

This policy will be reviewed annually or as required to ensure its ongoing suitability and effectiveness.

Contact Us:

If you have any questions, comments, or concerns about this Policy or our data handling practices, please contact us at;

Attn: Business Owner

Email: admin@firstclasshrsolutions.com.au

Address: Ground Floor, 470 St Kilda Rd, Melbourne, Victoria, 3004

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