



## Corporate Social Responsibility Policy

OLG Office Pty Ltd ("OLG") specialises in the importing, manufacture and supply of workplace furniture to a reseller network throughout Australia.

Considering the purpose and context of the organization, OLG is committed to supporting conditions that are humane, safe, fair & ethical; and to source products that are manufactured in conditions that are humane, safe, fair & ethical.

This policy defines the conditions we are committed to uphold - and require our suppliers uphold - and is aligned with the principles of the International Labour Organization (ILO), along with all relevant Australian legislation.

1. Freedom of employment

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice. If forced labour is found to exist, OLG expect manufacturers to participate in programs that provide adequate guidance for effective remediation.

2. Freedom of association

All employees shall have the right of association, union membership, collective bargaining as well as adequate workers' representation. Where the rights to either are restricted under local law, the appropriate channels to ensure reasonable and independent exercise of such rights must be designed and readily accessible.

3. Safe & hygienic working conditions

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health occurring in the course of work, by minimizing the causes of hazards inherent in the working environment.

4. No child labour

No workers to be employed that are under the age stipulated by the local / regional legal limit requirement for work. If child labour is found to exist, OLG expects manufacturers to participate in programs that provide adequate guidance for effective remediation.

5. Fair wages

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages.

6. Working hours not excessive

OLG prohibits the use of excessive overtime. Suppliers must comply with applicable laws and regulations in regards to working hours and must operate in a manner that promotes humane and productive hours of work and working conditions.

7. No discrimination

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

8. Gender equality

Both women and men shall be provided access to equal opportunities and outcomes, including equal remuneration for work of equal or comparable value.

Full and genuine access shall be given to all occupations, including to leadership roles for women & men and a culture where rewards are directly linked to employee contributions and performance

9. No harsh or inhumane treatment is allowed

Treat all employees with respect and dignity. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited.

10. Bribery & corruption

Bribery of, and corrupt practices with, domestic and foreign government officials, and private sector parties is prohibited. This includes the offering, receiving, promising, authorising or providing of kickbacks or anything of value to any customer, business partner, vendor or other third party, to induce or reward the improper performance of an activity connected with our business (Improper Benefit).

An Improper Benefit is anything of any value that is not legitimately due to a party. "Anything of value" includes cash, gifts, meals, entertainment, property, equipment, business opportunities, OLG products, offers of employment, awarding of contracts and more.

As part of its corporate citizenship activities, OLG may support local charities or provide sponsorship, for example, to sporting or cultural events. Any such sponsorship must be transparent and properly documented. OLG will only provide donations to organisations that serve a legitimate public purpose.

This Corporate Social Responsibility Policy is communicated to all persons working for or on behalf of the organization and is made available to the public if requested.

This Policy is endorsed by the Executive Management of OLG.



Managing Director

31 / 01 / 19