



## CAPRICE PAPER PRODUCTS PTY LTD LABOUR STANDARDS POLICY

### INTRODUCTION

Caprice Paper Products Pty Ltd (Caprice Paper) is an Australian privately owned and operated company who have been supplying the industrial, medical, packaging and hospitality industries in Australia and abroad for more than 35 years.

Caprice Paper is proud to offer a wide range of paper products developed to suit market needs sourced from trusted suppliers.

Caprice Paper is committed to managing its business in a manner that reflects their high ethical and moral values in accordance with the expectations of customers, the community and requirements of law.

Caprice Paper has approved an ethical sourcing policy that sets its expectations of their suppliers, and we will work collaboratively with those in the supply chain to identify and eradicate any instances of non-compliance to ethical standards.

All Staff, whether they are employed fulltime, part time, casual or from a placement agency are treated equally.

### 1. LABOUR STANDARDS

Employment is freely chosen, based on mutual consent without the threat of penalty. Workers are not required to lodge deposits or their identity papers with Caprice Paper and are free to leave their employment after reasonable notice. Workers will not be subject to physical or sexual violence, restriction of mobility or threats of forced, bonded labour.

Caprice Paper will not withhold deductions from wages as a disciplinary measure or withhold any deductions from wages not provided for by law without the expressed permission of the worker concerned.

### 2. CHILD LABOUR

Caprice Paper has a zero-tolerance to child labour.

Caprice Paper will not employ workers below the minimum age as stated under national or local laws and upon employment will verify the age of the worker and maintain evidence of workers proof of age. No person under the age of 18 will be employed in hazardous or heavy work except for the purpose of training within approved national laws and regulation. Any school age person employed, will only work outside of school hours.



### 3. DISCRIMINATION & EQUAL OPPORTUNITY

Caprice Paper will ensure there is no discrimination in employment and occupation. All conditions of employment will be based on an individual's ability to do the job, not on personal characteristics.

Caprice Paper are committed to fostering an inclusive and diverse environment where everyone is treated equally, with respect and dignity. Caprice ensures that all employment-related decisions are made without regard to race, colour, religion, gender identity, sexual orientation, national origin, age, disability, union membership, political affiliation or any other protected characteristic.

### 4. WORKING CONDITIONS

Caprice Paper provides a safe and hygienic working environment, with respect to the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health in the working environment.

Workers receive health and safety training, and such training shall be repeated for new or reassigned workers.

### 5. FREEDOM OF ASSOCIATION

Workers are free to establish or join worker organisations of their own choosing and will not be discriminated against if they choose to belong or choose not to belong to a worker organisation group.

Caprice Paper will negotiate with lawfully established worker organisations and/or duly selected representatives in good faith and with the best efforts to reach a collective bargaining agreement.