



Authorised by: Pasquale DiVirgilio

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❖ Indigenous Policy

At Melbourne Cleaning Supplies, we are committed to recognising and respecting the needs of Indigenous Australians while being collaborative and authentic. We harness the diversity within and between teams and play to each other's strengths.

Purpose

This policy sets out Melbourne Cleaning Supplies' commitment to Indigenous Australians and the programmes that will be implemented, and the actions taken to make a positive contribution toward supporting Indigenous Australia.

This policy applies to all employees, contractors, and consultants at Melbourne Cleaning Supplies.

Policy

The following principles guide the scope and focus of this policy and are used to guide the development of Indigenous plans at Melbourne Cleaning Supplies Group:

- Valuing the contribution that can be made by Indigenous Australians to Melbourne Cleaning Supplies Group's workplace
- Promoting cultural diversity within Melbourne Cleaning Supplies by assisting all employees to better appreciate Indigenous cultures
- Understanding and adhering to cultural protocols by respecting the customs of Indigenous people and their communities Melbourne Cleaning Supplies will align with Australian government policy to drive Aboriginal & Torres Strait Islander (ATSI) employment and business opportunities.

We can achieve increase the participation rate of ATSI employees across the company by:

- Basing employment decisions on ability, performance and potential so as to further the principle of equal employment opportunity
- Engaging and retaining ATSI workforce (e.g. establishment of support groups for relevant groups of likeminded individuals)
- Working with government and community bodies in establishing initiatives in parallel with Melbourne Cleaning Supplies Group's plan to engage the Indigenous communities and employ ATSI workers
- Building an Indigenous tolerant workplace by taking action against inappropriate workplace and business behaviour that does not value diversity including discrimination, harassment, bullying, victimisation and vilification.

Roles and responsibilities

Managers are responsible for:

- Ensuring that the principles outlined in this policy are applied in the workplace
- Ensuring all decisions relating to appointment, promotion and career development are made in accordance with the principles outlined in this policy
- Providing an inclusive environment that celebrates and recognises the contributions made by Indigenous employees

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Integrated Management System

Indigenous Policy



• Considering all requests will help promote of the objectives of this policy and make reasonable accommodations to these requests.

Employees are responsible for:

- Complying with the provisions of the Indigenous Policy
- Treating all colleagues and customers with respect and professionalism
- Informing their Manager of any breach or potential breach of the Indigenous Policy.

The Human Resources team is responsible for:

- Ensuring all Managers and employees are made aware of their obligations and responsibilities in relation to Indigenous employment policies and programmes and the behaviours expected by Melbourne Cleaning Supplies
- Providing ongoing support and guidance to all employees in relation to Melbourne Cleaning Supplies' Indigenous Policy, principles and practice.

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