# FSC Core Labour Requirements

| Amendment Table Record | | | |
|---|---|---|---|
| **Date** | **Description of Amendment** | **Initials** | **Approved By (Initials)** |
| 03/07/2023 | Removed policy from COC Manual to this template | TKS | TKS |
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| Template Name<br>Template Location | Policy Template 230411 | | |
| Printed Copies | This Policy can be found in the following locations: | | |
| | Location: Nil | | |
| | Location: Nil | | |
| Link to Other Documents | Where this policy is linked within other documents, note those documents below: | | |
| | Document Name | Link | |
| | Nil | Nil | |
| Authorised | Date: 03/07/23 | Person: Jeremy Napier | Position: Managing Director |

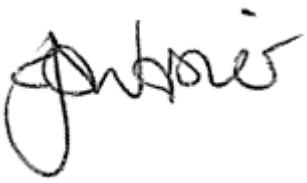
# FSC Core Labour Requirements

**Scope**
This policy applies to all Sculptform employees and the business as a whole.

**Policy Statement**
Sculptform commits to meeting or exceeding all of the FSC Core Labour Requirements. This will be achieved by:

- Prohibiting the use of child labour, except in identified circumstances:
  - We know and understand the statutory legal minimum ages of employing children in each state of our operation, and the school leaving age and any other conditions that apply.
  - Those under 18 only conduct hazardous or heavy work within the context of an approved apprenticeship or traineeship, and
  - We ensure at all times any person employed between the ages of 15 and 18 are paid according to the relevant modern award and that such employment is not harmful to their health or development.
- Prohibiting all forms of forced labour
  - We do not restrict workers, withhold funds for payment of obligations (unless required by law e.g., child support payments), withhold passports or identification documents.
  - All employees are recruited into roles and paid minimum rates as prescribed by the relevant modern award/EBA.
  - All employees are verified to have the right to live and work in Australia under the relevant visa, residency, or citizenship requirements.
- Ensuring our workplace is free from all forms of discrimination
  - We strive to have a diverse workforce in terms of age, ethnicity, gender, and other characteristics.
  - When recruiting for roles, we select the best candidate for the role without discrimination.
  - We ensure all employees and presented with equal opportunity to apply for other internal roles, promotion, salary increase and advancement.
- Allowing our workers, the right to Freedom of Association and Collective Bargaining
  - We comply with the provisions of the Fair Work Act in relation to Freedom of Association and Collective Bargaining and the other general protections afforded in Australia.
  - Employees have the right to join or to refuse to join a worker organisation, without sanction or undue influence.
  - Employees have the right to be represented by a registered industrial organisation in accordance with the Act.
  - Employees have the right to bargain collectively, and participate in industrial activity in accordance with the Act.

In all circumstances, we have implemented whichever is the highest requirement - whether it be Australian Law or the FSC Standard into our operation. To ensure compliance, we have completed a self-assessment and keep records to demonstrate compliance. The implementation of our commitment is then independently audited by our Certification Body annually.



Jeremy Napier

Managing Director