

# Codes of Conduct Social Responsibility & Human Rights Policy & Guidance

02/11/15  
Version | 1



## 1. BACKGROUND

Fundamental to APCD's past, present and future prosperity is its commitment to sustainable growth. This commitment is reflected in:

- The respect, management, and protection of its Employees and other Stakeholders in the business;
- The continuing investment in quality business activities that protect the physical and social environments in which it operates;
- Its charitable contributions to educational and other community growth opportunities.

## 2. PURPOSE

The purpose of this policy is to state, endorse, and publically promote its commitment to respecting the dignity and rights of its employees other stakeholders, and the social communities and physical environments which might be affected by its services and product delivery.

## 3. SCOPE

This Policy applies to all APCD employees, contractors, and agents, and to any other company nominated person.

## 4. MANAGEMENT RESPONSIBILITY

The Chief Financial Officer, as delegated by the Managing Director, is responsible for:

- The implementation and ongoing administration of this policy, particularly in the areas of Job design and Specification, employee selection, induction, and promotion, and employment termination.
- The first line of communications and authority on all matters relating to this policy;
- The continuous assessment of the policy's effectiveness;
- Monitoring compliance to the policy including formal auditing within the ESM & QSM Internal Auditing programme.



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## 5. POLICY COMMUNICATIONS, AWARENESS, AND TRAINING

All existing Employees and, during their induction programme, new Employees are required to read the Policy Statement, and to date and sign a copy as indication of agreement. These will be stored in Company Personnel Files.

Third parties, encompassing Consultants, Contractors, and Company agents, and (when entered into) project joint partners also required read and sign the Policy Statement as indication of agreement. These copies will be kept in the relevant files.

The Policy Statement and its application in effective business conduct within APCD are permanent topics within the Company Training Programme (ISO 9001:2008, R/14).

## 6. COMMUNITY DEVELOPMENT & EDUCATION INITIATIVES

Employees are encouraged to present to the Managing Director proposals/opportunities where the Company might directly assist local and overseas social and/educational development of disadvantaged communities.

As a guide, previous initiatives where the company has provided IT equipment and/or technical assistance include:

- Teacher training institute and related small community, PNG
- Two community Secondary Schools, Pakistan
- Orphanage, Thailand
- Secondary School and indigenous community, W.A.

The guiding principles in assessing company involvement in such opportunities are that they directly aim to enhance the community, they respect the dignity of the people involved, and they do not harm the local physical environment.

## 7. DISCIPLINARY ACTION

APCD will take disciplinary action against those employees who contravene the terms and intent of this policy. This will also apply to non-compliance on the part of Contractors, Consultants, and/or agents to the company. Such action in these cases may result in termination of employment/termination of existing contracts.



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## SOCIAL RESPONSIBILITY & HUMAN RIGHTS POLICY STATEMENT

1. APCD recognizes and respects the dignity and human rights of its employees, contractors, clients/customers, and the people in the communities where it operates. These rights include:

- Freedom of expression;
- Freedom to work within a safe, supportive environment
- Freedom of association
- Freedom of religious belief; and
- Freedom of sexual orientation;

This recognition and respect is built into APCD work processes, staffing policies & procedures, and WHS structures and provisions.

2. APCD will not tolerate any form of harassment (direct or indirect) in its workplace, in its customer/client relations, and/or in its dealings with business communities.
3. APCD aims to comply with applicable Australian and relevant international, employment, anti-discrimination, work place, and privacy laws and regulations.
4. APCD is committed to provide an environmentally friendly workplace, and to ensure its Services & and Product range are compliant with its Environmental Management standards. In this light the company ensures that any faulty electronic componentry and other physical waste generated by its processes are disposed of by those recycling facilities authorized under Federal Department of Environment legislation.
5. APCD is guided by this policy when establishing client/customer relationships and when engaging contractors, consultants, and agents.
6. APCD, by the actions of its staff and the delivery structure of its services and products, aims to support the benefits of human rights protection and social responsibility in the wider communities, particularly within disadvantaged communities.
7. APCD will invest in ongoing human rights and social responsibility awareness training and promotion within its workforce.