



Corporate Responsibility and Social Awareness Policy

Version 2.0

ABSTRACT

Outlines the conditions and obligations of Southern Cross Group Pty Ltd.'s (SCG) management & employee's commitment & principles towards working with Corporate Responsibility and Social Awareness.

Corporate Responsibility and Social Awareness Policy



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1.0		Ken Barlow	Implementation of this process	Ken Barlow	Stephen Butt
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1. PURPOSE OF THE POLICY

The objectives of Southern Cross Group Services Pty Ltd.'s Corporate Responsibility and Social Awareness Policy are to:

- Communicate to all staff their own rights, as well as the rights and welfare of all members within the community, and interweaving this awareness into daily routines.
- Address concerns of customers and stakeholders, including the community as a whole, by upholding and supporting human rights in the workplace and by ensuring appropriate working conditions are maintained with all associated organisations.
- Communicate to all staff Southern Cross' expectations to act with integrity in the execution of all professional activities, avoiding any conduct that would reflect unfavourably on employees and the company as a business.

This Policy applies to employees of Southern Cross. It does not form part of any employee's contract of employment.

2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence with immediate effect.
- 2.2 This Policy is version 2.0
- 2.3 Southern Cross reserves the right to vary, replace or terminate this policy from time to time.

3. SOCIALLY RESPONSIBLE PROCUREMENT STATEMENT

As part of our responsible procurement approach, Southern Cross Group strive to:

- Work with contractors that deliver quality, cost effective and responsible products/services that help us achieve value for money while enabling positive environmental and social impacts;
- Ensure that the minimum business standards are communicated and complied to by contractors;
- Ensure risks are identified and mitigation measures established during the selection process, taking into consideration reputational, financial, and governance, economic, social, and environmental risks;
- Work with contractors and suppliers, to encourage sustainable products and services including environmentally friendly technologies;
- Report our progress on the implementation of our responsible procurement commitments in our monthly executive meeting

4. SUSTAINABILITY PROCUREMENT STATEMENT

Southern Cross Group along with our employees, customers, contractors, and suppliers, are committed to environmental management and we incorporate environmental considerations into our procurement processes.

We observe fair business practices to promote and protect healthy competition. SCG strive to make effective changes in labour, human rights, health, safety and environmental practices.

5. OUR COMMITMENT

Corporate responsibility requires accountability and transparency for all company decisions and Southern Cross is mindful of human rights issues when engaging suppliers of necessary resources to meet customer requirements.

Southern Cross has identified several areas where supporting Human Rights may be beneficial:

- Enhance Southern Cross' reputation and standing within the security industry;
- Compliance with regulatory requirements, including international laws;
- Improve relationships with like-minded organisations;
- Improve employee recruitment, retention and performance;
- Assist to eliminate abuse of human rights in the community;
- Build good community relationships.

5.1 Child Labour

Due to industry regulations applicable to our industry all employees must be over the age of 18 years to obtain a current Security Licence in all Australian states.

Employment to persons under the age of 18 years is not permitted or supported by Southern Cross Group.

5.2 Forced Labour

Employees are never asked to perform any duties that are unlawful, unethical, immoral, or not in the best interest of the company. Whilst our industry is one of heavy regulation and compliance, our staff are considered as our most valuable resource and are treated as such.

5.3 Health and Safety

The health and safety of our workforce is paramount in our daily operations. Our management system contains many Workplace Health and Safety Systems specifically designed to improve the health and safety of our workplaces.

Due to the requirements of ISO 9001:2000 these systems are monitored and reviewed for continuous improvement. Training is compulsory for all staff and audits identify deficiencies. Please refer to our WHS Management System Manual for further information.

5.4 Freedom of Association and Right to Collective Bargaining

Southern Cross enjoys a healthy relationship with its relevant industry trade union. There are no restraints or directives placed on any employee concerning their association with any trade union or other movement.

5.5 **Discrimination**

The security industry attracts people from culturally and linguistically diverse backgrounds and, as such, Southern Cross is well aware of access and equity issues.

The promotion of a harmonious working environment and zero tolerance towards any form of harassment or discrimination is reinforced via compulsory training.

The means by which discrimination can be reported and dealt with by the Company actively contributes to any form of discrimination being identified.

5.6 **Discipline**

Due to the high standards expected from each employee within the Company, a disciplinary system is maintained throughout.

The main aim of this system is to provide a superior service to all customers. This system does not utilise corporal punishment, mental or physical coercion or verbal abuse on employees.

5.7 **Working Hours**

Our employees are not permitted to work excessive hours to the extent that their performance and personal safety is compromised.

Additional rostering of employees who are on stand-down is only offered if operationally necessary and restricted to no more than one additional shift.

5.8 **Compensation**

All remunerations are compliant with legislative and industrial requirements and in line with terms and conditions of employment.

5.9 **Management Systems**

Southern Cross's Quality & Environmental Management System, compliant to ISO 9001:2000 and ISO 14001:2015, is not about simply meeting the requirements of the standard, but about improving the way we do business and exceeding our customer's expectations.

6. **CONTRIBUTION TO OUR COMMUNITY**

Southern Cross is mindful of contributing to various sections of the community. Over the years we have generously supported community products such as Oz Harvest, Our Big Kitchen, Wall to Wall, The Lysicrates Foundation and the Long Walk.

We also employ ex-military service personnel to enable them with their transition to secular jobs and their previous experience and expertise in handling difficult situation is utilised to deliver better service to our clients.

Our services to our clients require large numbers of static and mobile staff both during the day and night. This provides us with excellent coverage in our geographical area of operation. Whilst the service to our customers always remains paramount all staff are encouraged to report instances of suspicious or criminal behaviour detected to local Police, to assist in providing a safer environment for the Community in which we operate.

Maintaining a constant liaison with the Police not only improves our working relationship with them, but also provides us with timely information which may be of benefit to our clients.

7. SOUTHERN CROSS PACIFIC

We at SCG are committed to helping 'close the gap' for Aboriginal and Torres Strait Islander (ATSI) communities by offering meaningful training and employment opportunities at our sites throughout Australia.

Our joint venture with Southern Cross Pacific focuses on fostering a sense of cultural awareness amongst the greater community and engendering a sense of respect and self-respect for ATSI individuals and communities.

Southern Cross Pacific are committed to developing real opportunities and future-proof prospects for indigenous peoples. Working from a position of respect and understanding, Southern Cross Pacific operates under a comprehensive Equal Employment Opportunities Policy and Reconciliation Policy.

8. MANAGEMENT REVIEW COMMITTEE

Our Management Review Committee consists of all Senior Managers and is responsible for the administration of our Corporate Responsibility and Social Awareness Policy (CSR).

If any social issue is unable to be resolved internally then assistance is sought from external agencies, such as:

- The Social Accountability International - <http://www.sa-intl.org/>
- Human Rights and Equal Opportunities Commission - <http://www.hreoc.gov.au/index.html>
- Industrial Relations Commission - <http://www.airc.gov.au/>
- Office of the Employment Advocate - <http://www.oea.gov.au/graphics.asp?showdoc=/home/default.asp>

This Committee, is further responsible for the regular review and updating of our CSR Policy as well as the continuous improvement of the compliance program that supports it.

Any changes made to this policy must be approved by the Committee.

The committee is also responsible for:

- a) Providing guidance as to the interpretation of the Standard Elements of SA 8000;
- b) Providing advice on whether a potential action or decision may be in breach of the Standards; and
- c) Investigating and reviewing breaches of the Standards.

9. FUNCTIONALITY

- The Corporate Responsibility and Social Awareness Policy associated processes are operated under our Quality Management System. As such it is subject to the disciplines of ISO 9001:2000. Scrutiny, continuous improvement, appropriate training and revision are integral parts of this system.
- Southern Cross is committed to Corporate Responsibility and Social Awareness and it is every person's responsibility to abide by the principles of Social Accountability International |SA 8000.
- If any person feels that they have been treated unfairly or discriminated against concerning any of the principles, then they should lodge a report with Senior Management at the earliest opportunity. The report will be investigated without delay.
- You can report such possible occurrences to your Supervisor, Manager, or any Senior Manager. You may report such potential occurrences either personally or anonymously with a guarantee of anonymity so far as due process will allow. It should be understood that in certain circumstances the law might require some form of formal disclosure.
- In reporting such potential occurrences, provided they are not done so maliciously and without probable cause, you will not be in any way disadvantaged by your action. This includes harassment, discrimination, and future bias towards your career with the company.
- Where any form of retaliatory action or recrimination occurs, the whistle-blower shall have the automatic right of investigation and review by the Management Review Committee who will enlist the services of an external professional in the relevant field.

Refer to our Whistle-blower Policy (Doc No. SCGS-POL-018) for more information about the process and procedure.

10. BREACH OF THIS POLICY

Any Employee found in breach of the CSR Policy will:

- Be interviewed by Management in respect of the breach;
- Be given the opportunity to make a statement to Management in respect of the breach;

A breach of this policy is considered to be a breach of the terms of the Employment Contract and renders the Staff member concerned liable to disciplinary action, dismissal, or summary dismissal.

In cases of disagreement with the conclusion and/or disciplinary action, an appeal to the Management Review Committee could be mailed for final deliberation. Guidance can also be sought from any relevant external agency if considered necessary