

Richmond Dairies Pty Ltd. Est. N° 266	Version No: 1
Doc. Code: HR: P015	Issued By: HR Advisor
Ethical Standards & Company Conduct Policy	Approved date: 25.07.2025
	Approved By: Senior Management Executive
	Renewed as HR Policy: 25.07.2025

ETHICAL STANDARDS & COMPANY CODE OF CONDUCT POLICY

Richmond Dairies commits to comply with the following undertakings, many of which are drawn from the Ethical Trading Initiative (ETI) and International Labour Organisation (ILO) Conventions. These requirements represent minimum standards based on the principles of the United Nations Universal Declaration of Human Rights.

Labour Rights

- Employment is freely chosen
- There is no forced, bonded or involuntary prison labour
- Employees are not required to lodge deposits or their identity papers and are free to leave after reasonable notice

Freedom of Association and the Right to Collective Bargain

- Employees, without discrimination, have the right to join a trade union of their own choosing and to bargain collectively
- Richmond Dairies adopts an open attitude towards the activities of trade unions
- Employee representatives are not discriminated against and have access to carry out their representative functions in the workplace

Working Conditions

- A safe and hygienic working environment shall be provided by Richmond Dairies, bearing in mind the prevailing industry knowledge of any specific hazards. Adequate steps will be taken to prevent accidents and injury to health in the working environment
- Employees shall receive regular health and safety training, and this training will be repeated for new employees
- Access to clean facilities, amenities and to clean and drinkable water shall be provided by Richmond Dairies

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- Personal protective equipment shall be made available as required by Richmond Dairies and employees will be trained in the use of this equipment
- Richmond Dairies does not condone bullying or harassment in the workplace

Child Labour

- Richmond Dairies supports ILO Convention 138 with regard to the appropriate age of workers and will not use child labour
- Child labour is work that deprives children of their childhood, their potential, their dignity and is harmful to their physical or mental development

Wages

- Wages and benefits paid by Richmond Dairies for a standard working week shall meet minimum national legal standards, current site Enterprise Agreement, or industry benchmark standards
- All employees shall be provided with written information by Richmond Dairies about their employment conditions in respect to wages before they commence employment

Working Hours

- Working hours comply with industrial regulations and industry standards
- Working hours, excluding overtime, are defined by contract and do not exceed 48 hours per week
- Overtime shall be voluntary and will be compensated at the appropriate pay rates
- Total hours worked in any seven day period will not exceed 60 hours except by agreement

Discrimination

- Richmond Dairies does not discriminate when hiring, and decisions regarding access to training, promotion, termination and retirement will not be based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation

Environment Compliance

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- Richmond Dairies shall comply with federal, state and local environmental laws and regulations, including reporting requirements
- Richmond Dairies shall dispose of production waste in accordance with local government laws and regulations

Anti-Slavery Statement

Richmond Dairies commitments, to the best of our ability, that there is no modern slavery in any part of our business operations. We are committed to acting ethically and with integrity in all business dealings and relationships, and where possible, to ensure modern slavery is not taking place in our own business or supply chain.

Our business expects its service providers, suppliers and contractors to share our commitment to act lawfully and ethically and to work to ensure that modern slavery is not taking place within its organisation or within its supply chain.

Definitions:

The term ‘modern slavery’ describes situations where coercion, threats or deception are used to exploit victims and undermine their freedom. Coercion, threats and deception can be explicit or implicit.

The Modern Slavery Act 2018 (Cth) ‘Act’ defines modern slavery as including eight types of serious exploitation; trafficking in persons, slavery, servitude, forced labour, forced marriage, debt bondage, the worst forms of child labour and deceptive recruiting for labour or services. The worst forms of child labour means extreme forms of child labour that involve the serious exploitation of children, including through enslavement or exposure to dangerous work. The worst forms of child labour does not mean all child work. Under Australian

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law, modern slavery is defined in the Act. In the event of any inconsistency, the definitions in the Act take precedence over this statement.

Anit-bribery and Corruption

Richmond Dairies is committed to conducting business in an ethical and honest manner and is responsible for implementing and enforcing systems that ensure bribery and corruption is prevented.

Richmond Dairies will comply with all applicable anti-bribery and corruption laws in Australia (Criminal Code Act 1995 and the Corporations Act 2001) and all other countries in which conducts their business.