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## Human Rights Policy

Owner: Human Resources



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## Versions History

Date	Author/Policy & Owner	Version	Approver	Description
30/03/2022	Human Resources	V 1.0	People Lead	Human Rights Policy
14/06/2022	Human Resources	V 1.0	Leadership Team	Human Rights Policy
20/07/2022	Human Resources	V 1.0	Board Sustainability Committee	Human Rights Policy
27/07/2022	Human Resources	V 2.0	Board	Human Rights Policy
14/08/2023	Human Resources	V 3.0	People Lead	Human Rights Policy

<b>Next Review Due</b>	1 <sup>st</sup> September, 2024
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## 1. Introduction

IPB is committed to the highest standards of business and ethical behaviour including compliance with all relevant legislative and regulatory requirements as well as company policies, practices, and procedures. In line with the UN Guiding Principles on Business and Human Rights, IPB also recognises our corporate responsibility to respect and uphold these principles. Additionally, we expect our Members, customers and suppliers, to be aligned in upholding fundamental human rights.

## 2. Scope

This Policy sets out the fundamental principles embedded in our business and culture to ensure we do not engage in activities that directly or indirectly violate human rights. The Policy applies to all IPB employees, anyone doing business for or with IPB and others acting on IPB's behalf. Our commitment to Human Rights is guided by the following principles.

## 3. Supporting Human Rights at IPB – Key Principles

1. IPB expects those with whom it does business, to include our Members, customers, and suppliers to uphold all human rights.
2. We do not use child or forced labour in any of our operations or facilities. We do not tolerate any form of unacceptable treatment of workers, including but not limited to the exploitation of children, physical punishment or abuse, or involuntary servitude. We fully respect all applicable laws establishing a minimum age for employment, in order to support the effective abolition of child labour worldwide.
3. Our existing Business Code of Conduct Policy maintains and protects IPB's reputation and upholds the highest possible ethical standards. We engage in conduct which is not just within the letter of the law but is also morally and ethically acceptable. It is also our commitment to ensuring full compliance with all relevant legislative and regulatory requirements.
4. Our Vendor Management due diligence process asks new vendors for a copy of their sustainability/decarbonisation strategy and if it incorporates social accountability (e.g. Human Rights).
5. Human rights are basic rights inherent to all human beings. It is the goal of IPB to ensure it operates a workplace free of bullying, harassment, sexual harassment, discrimination, and victimisation. IPB operates a zero-tolerance policy in respect of such behaviours all of which is reflected in our established Dignity at Work Policy & Procedure. No employee should suffer discrimination on the basis of race, colour, ethnicity, gender, age, language, sexual orientation, religion, political or other opinion, national, social or geographical origin, disability, property, birth or other status such as an indigenous person or a member of a minority as



established by human rights standards.

6. Our policy is to provide and maintain a safe, healthy, and productive workplace for all our employees that complies with all applicable regulations and internal policies. For more information, please refer to IPB's Health and Safety Manual.
7. Our Speak Up Policy provides employees with the commitment that IPB endeavours to provide a supportive environment where suspected or actual misconduct to include but not limited to unethical, illegal, corrupt, or other inappropriate conduct can be raised in the knowledge that investigation and action will be taken without fear of retribution.
8. We promote a work environment of transparency and trust. We compensate our employees competitively and operate in compliance with the Organisation of Working Time Act 1997.
9. Our policies and procedures that align to Human Rights adhere to respective state legislation, as appropriate and applicable and we seek advises as and when appropriate from recognised and established employment bodies and legal establishments.
10. We respect our employees' right to choose to join or not join a trade union, or to have recognised employee representation in accordance with all relevant legislation.
11. We embrace, promote and value Diversity & Inclusion in the workplace as an important part of our culture and our commitment is supported by our D&I strategy and our seven key strategic areas of focus and priorities which include gender diversity, diversity of thought, under-represented groups, generational diversity, fairness & respect, safety & openness, and empowerment.
12. We are committed to creating a healthy work environment where employees feel supported and cared for through a holistic approach to employee wellbeing.
13. IPB commits to conducting on-going human rights due diligence to assess and mitigate potential human rights violations.
14. This policy is further embedded through our existing work practices to include but not limited to our suite of policies, procedures and frameworks, through our values and behaviours as reflected in our performance management framework along with our Great Place to Work employee survey and other such employee surveys.

## 4. Company Expectations

Employees are expected to be aware and respect this policy and all applicable IPB policies. Violation of this Policy or the refusal to cooperate may result in disciplinary action, up to and including termination. Specifically in relation to this Policy employees are expected to:

- Never infringe or violate on human rights.



- Be alert to any evidence of human rights infringements in our direct operations or in the operations of our Members, customers, and suppliers and to report any situation in which a human rights infringement or violation is observed or suspected.

## 5. Policy Review & Approval Process

The contents of this Human Rights Policy are subject to ongoing review by the HR team, Leadership Team, and the Board Sustainability Committee. IPB retains the right to amend the Policy accordingly from time to time in line with best practice and any changes in the relevant law.

## 6. Related Documents & Legislation

- Business Code of Conduct
- Dignity in the Workplace
- Health and Safety Manual
- Speak Up Policy
- Payment of Wages Act 1991
- Organisation of Working Time Act
- IPB Vendor Management Process