

Quest Ethical Sourcing and Modern Slavery Policy

Purpose

Business plays an important role in respecting and promoting human rights and eradicating modern slavery¹. Quest Personnel recognises modern slavery is a growing and complex problem, best tackled by collective commitment and responsibility to bring it to an end. We are committed to working with all our stakeholders to fulfil this common goal.

If the policy is breached, Quest will act as quickly as practicable to remedy its adverse impacts on workers, individuals or communities and will engage directly with affected stakeholders.

The *Australian Modern Slavery Act 2018* took effect on 1st January 2019, and requires many of Quest's clients to make annual public reports (Modern Slavery Statements) on the actions of their divisions to address modern slavery risks in their operations and supply chains.

The purpose of this Policy is to ensure Quest:

- Is compliant with local, national and other applicable laws and regulations in the labour hire sector in Australia
- Sources products and services in accordance with legal obligations and community expectations while working with suppliers² to improve their social and environmental practices
- Act to prevent, mitigate and where appropriate, remedy modern slavery in their operations³ and supply chains⁴.

Quest's Structure and Operations

Quest is a family-owned labour hire business operating within Australia providing labour hire and recruitment services.

Quest operates predominantly in the following areas:

- Warehousing and logistics
- Mining
- Local Government
- Manufacturing
- Education
- Energy sectors.

Quest engages all workers as employees under the terms of an industrial instrument.

¹ Modern slavery includes the crimes of human trafficking, slavery and slavery-like practices such as servitude, forced labour, forced or servile marriage, the sale and exploitation of children, and debt bondage. Source: Walk Free Foundation.

² "Suppliers" is defined as factories, supplier sites and providers of goods and services to Quest.

³ "Operations" is defined by activity controlled by Quest.

⁴ "Supply Chains" is defined as suppliers and service providers to Quest.

All employees are accorded at least the minimum wage and working conditions provided under the relevant National Award, enterprise bargaining agreement or other industrial instrument relevant to the particular workplace.

Identifying these Sectors

Within the industry sectors serviced by Quest, relevant sector risks identified by the Migrant Workers Taskforce Report of March 2019 is the cleaning industry and the meat processing industry.

Quest does provide workers into each of these industries and pays close attention to the Terms and Conditions of Employment and other workplace issues relating to these employees.

All employees employed in these risk sectors are employed upon Terms and Conditions consistent with relevant and applicable award conditions.

Actions Taken by Quest

To assess and address modern slavery risks

Candidate Engagement

Quest has, in place, thorough recruitment processes under which the following matters are verified in relation to each candidate:

- Identity
- Visa status
- Any applicable work restrictions
- Background and experience
- Appropriate skill levels
- Prior experience and reference checking
- Police checking.

Each candidate is personally interviewed and assessed by trained Quest consultants. During this process, matters such as language skills, understanding of the proposed employment role and other matters are assessed.

Any candidate who is referred to a client for employment undergoes a comprehensive health and safety induction to the particular site.

All worksites are monitored by an assigned Quest consultant who are trained to identify hazards, risks and other employee issues in the workplace.

Quest conducts an ongoing safety awareness campaign which includes weekly SMS messages to all employees on a variety of workplace issues including mental health, bullying etc.

Reviewing Contractual Documents

Quest reviews its client contractual documentation to include specific references to modern slavery for compliance.

Quest encourages its clients whether or not they are reporting entities to heighten awareness of modern slavery compliance amongst line managers and other relevant decision makers.

Abilities for Employees to Raise Concerns at Work

Quest has an internal Employee Relations Manager to whom employees can go directly with any workplace concerns.

Training

Quest is currently developing training for all line managers in relation to modern slavery and human trafficking. This will be via a PowerPoint presentation made available to managers for them to self learn.

Assessing the Effectiveness of Actions Taken

Quest will conduct ongoing assessment of clients and our supply chain arrangements to identify possible risks and act promptly on early allegations relating to modern slavery.

Human Rights Policy

Human Rights Policy for Quest Personnel

1. **Policy Statement:** Quest Personnel is committed to upholding and promoting human rights in all aspects of our operations. We recognize and respect the fundamental rights and dignity of all individuals, including our employees, workers, clients, and the communities we serve. This Human Rights Policy reflects our dedication to conducting our business in a manner that respects and protects human rights.
2. **Respect for Human Rights:** a. We respect and uphold the universal principles of human rights as outlined in international conventions and declarations, including but not limited to the Universal Declaration of Human Rights. b. We are committed to avoiding complicity in any human rights abuses and ensuring that our actions and decisions promote and protect human rights.
3. **Non-Discrimination and Equal Opportunities:** a. We promote a work environment that is free from discrimination, harassment, or any form of unfair treatment based on race, color, ethnicity, nationality, religion, gender, age, disability, sexual orientation, or any other protected characteristic. b. We provide equal employment opportunities to all individuals based on merit, qualifications, and job-related criteria.
4. **Forced Labor and Child Labor:** a. We strictly prohibit the use of forced labor, including any form of involuntary servitude or human trafficking, within our operations and supply chains. b. We do not employ individuals who do not meet the legal minimum working age requirements and are committed to preventing and eliminating child labor.
5. **Freedom of Association and Collective Bargaining:** a. We recognize and respect the rights of employees and workers to freely associate, form or join trade unions, and engage in collective bargaining. b. We will not interfere with or restrict the exercise of these rights, and we will engage in good-faith negotiations with recognized employee representatives.
6. **Health and Safety:** a. We are committed to providing a safe and healthy work environment for all employees and workers. b. We will comply with applicable health and safety laws and regulations, implementing measures to prevent accidents, injuries, and occupational hazards.
7. **Fair Remuneration and Working Conditions:** a. We will provide fair remuneration to our employees and workers, ensuring compliance with minimum wage laws and industry standards. b. We will maintain reasonable working hours, provide appropriate rest breaks, and ensure that our employees and workers enjoy decent working conditions.



8. Privacy and Data Protection: a. We respect the privacy rights of individuals and are committed to protecting personal data in accordance with applicable data protection laws. b. We implement appropriate safeguards to secure personal information and only collect, process, and retain data for legitimate business purposes.
9. Supplier Responsibility: a. We expect our suppliers and contractors to adhere to the principles outlined in this Human Rights Policy. b. We will engage and collaborate with suppliers to promote and ensure respect for human rights throughout our supply chains.
10. Grievance Mechanisms: a. We provide accessible and confidential grievance mechanisms for employees, workers, and stakeholders to report any human rights concerns or violations. b. We are committed to addressing grievances promptly, impartially, and effectively.
11. Training and Awareness: a. We provide training and awareness programs to employees and relevant stakeholders to foster a better understanding of human rights principles, responsibilities, and best practices. b. We promote a culture of human rights awareness, encouraging all individuals to actively contribute to upholding human rights.
12. Policy Implementation and Review: a. This Human Rights Policy is communicated to all employees, workers, and stakeholders, and compliance is expected from all. b. We will periodically review and update this policy to ensure its continued alignment with international standards and evolving best practices.

By adhering to this Human Rights Policy, Quest Personnel aims to create a respectful, inclusive, and ethical work environment that respects and promotes human rights. We are committed to continuous improvement and will work towards advancing human rights within our organization and the labor hire industry as a whole.

Modern Slavery

Modern Slavery Policy for Quest Personnel

1. **Policy Statement:** Quest Personnel is committed to combating modern slavery in all its forms and ensuring that our operations and supply chains are free from any involvement in modern slavery practices. We are dedicated to upholding human rights, promoting fair and ethical employment practices, and taking proactive measures to identify and address any risks of modern slavery within our business activities.
2. **Definition of Modern Slavery:** Modern slavery encompasses various forms of exploitation, including forced labor, human trafficking, debt bondage, child labor, and any other practices that deprive individuals of their freedom, dignity, and basic human rights.
3. **Responsibilities:**
 - a. **Senior Management:** Senior management is responsible for ensuring the implementation and effectiveness of this Modern Slavery Policy. They will provide the necessary resources and support to prevent and address modern slavery risks.
 - b. **Employees:** All employees have a responsibility to familiarize themselves with this policy, identify and report any potential risks or instances of modern slavery, and actively support the organization's efforts to combat modern slavery.
4. **Risk Assessment:**
 - a. We will conduct regular risk assessments to identify areas of potential modern slavery risks within our operations, supply chains, and contractor relationships.
 - b. Factors considered in the risk assessment may include geographic locations, nature of work, employment practices, recruitment processes, and engagement with high-risk industries or sectors.
5. **Supplier Engagement:**
 - a. We will engage with our suppliers and contractors to assess their commitment to combating modern slavery and promoting ethical practices.
 - b. We will communicate our expectations regarding modern slavery prevention, and we may request suppliers and contractors to provide evidence of compliance with applicable laws and regulations.
6. **Due Diligence:**
 - a. We will implement due diligence measures to identify, prevent, and mitigate modern slavery risks within our operations and supply chains.
 - b. Due diligence may include assessing supplier compliance, conducting audits, reviewing employment practices, and evaluating recruitment processes.
7. **Training and Awareness:**
 - a. We will provide training and awareness programs to employees and relevant stakeholders to educate them about modern slavery, its impact, and ways to identify and report potential instances.
 - b. Training programs will be regularly updated to reflect emerging trends, legislation, and best practices related to modern slavery prevention.



8. Reporting and Whistleblowing: a. We encourage employees and stakeholders to report any concerns, suspicions, or incidents related to modern slavery promptly and confidentially. b. We will establish reporting mechanisms to enable anonymous reporting and protect whistleblowers from retaliation.
9. Continuous Improvement: a. We are committed to continuously improving our modern slavery prevention efforts by monitoring, evaluating, and enhancing our policies, procedures, and practices. b. We will collaborate with stakeholders, industry peers, and relevant organizations to share knowledge, best practices, and advancements in modern slavery prevention.
10. Compliance: a. Compliance with this Modern Slavery Policy is mandatory for all employees and stakeholders of Quest Personnel. b. Non-compliance may result in disciplinary action, up to and including termination of employment or termination of business relationships.
11. Policy Review: This Modern Slavery Policy will be reviewed periodically to ensure its effectiveness, relevance, and alignment with legal requirements and industry standards.

By adopting this Modern Slavery Policy, Quest Personnel demonstrates its commitment to eradicating modern slavery and creating a fair and ethical labor hire business that upholds human rights, promotes worker well-being, and contributes to a sustainable and just society.