

VALUES STATEMENT

Effective Date of this Statement : **1 July 2012**
Reviewed : **14 August 2019**

1. Introduction

This document relates to the Values Statement (“Values”) adopted by Norwood Industries Pty Ltd (“Norwood”) in conducting its business.

2. Norwood Values

“We believe in saying yes to every challenge and achieving what others cannot. This stands us apart from those who assume that we are just a print company.

We will challenge and empower our people in a safe and rewarding work environment.

We practice innovation every day and we have the courage to evolve in ways that push the boundaries of ordinary thinking.

We exceed customers’ expectations to ensure that we are their first choice every time.

We create partnerships for life.”

3. Laws and Ethical Standards

Norwood is fully aware of the responsibility it bears towards its customers, shareholders, employees and the communities in which it works. Thus, Norwood observes a strict set of ethical values for all business dealings.

We expect all our suppliers to adhere to the same ethical principles. Norwood will comply with all laws applicable to its business together with any locally notified anti-competitive policies and laws. Norwood supports the principles of the United Nations Global Compact, the UN Universal Declaration of Human Rights and the 1998 International Labour Organisation Declaration on Fundamental Principles and Rights at Work, in accordance with national law and practice.

This especially applies to:

- Child Labour

Norwood will not employ children under the age of 15. In no case shall the work or employment of persons ages 13 to 15 be permitted if this prevents the minor from complying with compulsory schooling or training requirements and is harmful to their health or development.

This shall be particularly so where national (or state) law or regulations permit children from 13 to 15 to perform light work.

- Forced Labour

Norwood will make no use of forced or compulsory labour.

4. Compensation and Working Hours

Norwood will comply with the respective national laws and regulations (including National Employment Standards, Graphic Arts Award and specific state laws and regulations) regarding working hours, wages and benefits.

5. Discrimination

Norwood will promote the diversity and heterogeneity of the individuals in the company about race, religion, disability, age, health status, sexual orientation and gender, among others.

6. Health & Safety

Norwood will comply with all applicable occupational health and safety laws and regulations and provide a safe and healthy working environment to prevent accidents and injury.

7. Business Continuity Planning

Norwood will be prepared for any disruptions of its business (eg, natural disasters, terrorism, software viruses, illness, infectious diseases).

8. Improper Payments/Bribery

Norwood will comply with international anti-bribery standards as stated in the United Nations Global Compact as well as local anti-corruption and bribery laws.

9. Environment

Norwood will comply with all applicable environmental laws, regulations and standards as well as implement an effective system to identify and eliminate potential hazards to the environment.

10. Business Partner Dialog

Norwood will communicate the principles stated in this document to its significant suppliers, and other business partners who are involved in supplying products and services. Norwood will motivate such parties to adhere to the same standards.

Related documents:

- **Norwood Suppliers Code of Conduct Policy**
- **Norwood Leave Policy**
- **Norwood Environmental Sustainability Policy**
- **Norwood Anti Fraud, Corruption and Bribery Policy**
- **Norwood Occupational Health and Safety Policy**
- **Norwood Equal Opportunity Employment Policy**
- **Norwood Discrimination, Harassment and Bullying Policy**

Norwood Industries Pty Ltd

Fran Coyle

Managing Director