

Retail Logic Responsible Business and Sustainability Policy

Public policy for our operations, manufacturing partners and supply chain

Retail Logic designs, sources, produces and distributes retail display and point of sale materials. We expect work carried out for us to respect people, protect the environment and be recorded honestly. This policy sets our minimum requirements, the steps used to apply them and the route for reporting concerns. It applies to our employees, contractors, manufacturing partners, suppliers and subcontractors engaged in our work.

We ask relevant suppliers to accept these requirements or demonstrate equivalent controls. Where local law or a binding agreement provides stronger protection, the stronger requirement applies. We do not use this policy to claim membership of a particular initiative or certification beyond credentials separately verified and published.

1 Responsibility and oversight

The Directors are accountable for this policy. The China operations and compliance teams coordinate supplier checks, site follow-up and records; project owners apply the material, product and delivery controls relevant to each job. Managers must make the policy accessible to their teams and identify when a requirement needs a local-language explanation. Suppliers must appoint a responsible manager, provide accurate records and give workers a safe way to raise concerns.

We review the policy at least annually and after a serious incident or material change in law or operations. The review considers audit findings, reported concerns, corrective actions, changing environmental risks and the effectiveness of worker access to remedy.

2 Issues requiring immediate escalation

The following are unacceptable and must be escalated immediately to a Director or the designated compliance lead:

- Child labour, hazardous work by a person under 18, forced or bonded labour, human trafficking, retention of identity documents or worker-paid recruitment fees that create coercion.
- Violence, sexual harassment or abuse; retaliation against a person who reports a concern or participates in an investigation; a serious or imminent threat to life or health.
- Bribery, extortion, deliberate falsification of age, wage, hours, audit, certification or environmental records, or intentional concealment of a serious breach.
- Illegal timber sourcing, deliberate unlawful dumping or discharge, or intentional use of a prohibited material.

We stop the affected activity where needed to protect people or the environment, secure evidence, assess the impact and arrange remediation. We do not treat automatic dismissal of a supplier as a substitute for protecting affected workers. If a partner refuses effective remediation or repeats a serious breach, we may suspend or end the relationship.

3 Employment and human rights

Recruitment, contracts and freedom from coercion

Employment must be freely chosen. Workers receive written and understandable terms before starting, including their role, wages, hours, benefits and lawful deductions. We prohibit deposits, recruitment fees charged to workers, document retention and restrictions on leaving employment after lawful notice. Recruitment agencies and labour hire providers must meet the same requirements. Foreign and migrant workers must receive terms in a language they understand and have equal access to wages, benefits and grievance channels.

We verify age through reliable records. No person may be employed below the highest of age 15, the applicable legal minimum age and the age for completing compulsory education. No worker under 18 may undertake hazardous work. If child labour is found, the response must protect the child, support education and address the cause; simply removing the child from the payroll is not an adequate remedy.

Subcontracting, outsourcing and home work require prior disclosure and approval for the relevant work. The primary supplier remains accountable for labour conditions, traceability, quality and access to audits. Employment obligations must not be avoided by misclassifying workers or by excessive use of temporary, agency or home-working arrangements.

Pay, leave and working time

Workers must be paid accurately, on time and at least the applicable legal or collectively agreed wage, whichever provides greater protection. We require understandable payslips and records of hours, overtime, deductions and benefits. Overtime must be voluntary where required, paid at the applicable premium and not used routinely to replace adequate staffing. Working hours, rest breaks, weekly rest, annual leave and public holidays must meet applicable law and any more protective agreement.

Equal pay applies to work of equal value without discrimination. Statutory social insurance, pension and other benefits must be provided. We recognise that a legal minimum wage and a living wage may differ. We ask higher-risk production partners to review wage adequacy against credible local benchmarks where available, discuss gaps with workers or their representatives and develop feasible improvement steps. We do not describe a wage as a living wage without a documented benchmark and evidence.

Maternity, parental and related leave must be provided without retaliation or loss of legally protected employment. Notice, dismissal and disciplinary processes must be lawful, documented, proportionate and explained to the worker. Monetary fines, humiliation and physical punishment are prohibited.

Voice, dignity and equal opportunity

Workers may form or join organisations of their choice, elect representatives and bargain collectively where the law permits. We prohibit interference, intimidation and retaliation for lawful representation. Where local law restricts formal association, workers must still have a safe channel for dialogue with management.

We do not tolerate discrimination in recruitment, pay, promotion, training, leave or dismissal, including on grounds protected by applicable law such as sex, gender, pregnancy, disability, age, race, religion or nationality. Harassment, bullying, threats and degrading treatment are prohibited. Managers must consider reasonable adjustments, fair access to development and opportunities for women and under-represented workers. Reported concerns are investigated and addressed without retaliation.

4 Health, safety and living conditions

Our operations and production partners must identify hazards, assess risk, maintain safe equipment and provide suitable instruction, supervision, protective equipment and emergency arrangements. Training must be appropriate to the task and repeated when the work or risk changes. Workers may report hazards and stop unsafe work without retaliation. Injuries, near misses and serious incidents are recorded, investigated and followed by corrective action.

Where a supplier provides worker housing or dormitories, accommodation must be safe, sanitary, adequately ventilated, private and separate from hazardous production or storage. Workers must have reasonable freedom of movement and access to drinking water, toilets, fire exits and a channel for complaints. Accommodation must not be used to control employment or hold workers against their will.

We ask sites to consider nearby communities when managing noise, traffic, waste and other local effects. Concerns from neighbours and community representatives should be recorded, investigated and addressed by the site owner. Community initiatives must never replace compliance with worker rights or environmental obligations.

5 Integrity and reporting concerns

Bribery, facilitation payments, extortion and misleading declarations are prohibited. Gifts, hospitality, donations and conflicts of interest must not influence business decisions. Staff and suppliers must provide truthful information on materials, certifications, wages, working hours, audits and product compliance. Suspected falsification is investigated independently of the person responsible for the record.

Employees, supplier workers, contractors and members of the public may raise a concern at info@retaillogic.com.au or by letter marked Confidential - Directors, Retail Logic Pty Ltd, Level 1, 4 Kyabra St, Newstead QLD 4006, Australia. A person using the general email may ask to be contacted privately before providing sensitive details. Anonymous reports will be considered where enough information is available. We

restrict information to people who need it to assess and resolve the concern, subject to legal duties, and prohibit retaliation.

The person receiving a report records it, considers immediate safety needs, assigns an investigator without a conflict of interest, hears from affected people and records the outcome and remedy. Where workers are harmed, remediation may include repayment of fees or wages, correction of records, safer work, access to services or other steps suited to the case. We check that the remedy worked and that retaliation has not followed.

6 Environmental and product stewardship

Forests, biodiversity and animal-derived materials

We select paper and board through responsible sourcing controls and maintain traceability for any certified claim. Our sourcing network includes an FSC Chain of Custody-certified paper and board supply partner. Supplier claims must be supported by valid certificates and transaction documents; claims are used only for eligible products and approved wording. We avoid material linked to illegal logging, conversion of protected habitat or significant harm to high conservation value forests. Material selection and supplier review consider biodiversity, land and community impacts where relevant.

Animal-derived materials are not normally central to our display products. If a proposed material contains an animal-derived component, the project owner must identify its source, legality, traceability and welfare risk before approval, and consider a suitable alternative. We do not make unverified animal-welfare or cruelty-free claims.

Materials and restricted substances

Design teams select materials for the intended use, destination market, durability, safe handling and end-of-life route. Each project must identify applicable chemical and product restrictions, including relevant electrical and packaging requirements, before production. Suppliers provide composition declarations, test reports or certifications when required. An unapproved material substitution is not permitted; suspected non-compliance triggers quarantine, testing and a decision before release.

We prefer designs that reduce unnecessary plastic and metal components, use responsible fibre where suitable and allow parts to be separated for recovery. Where fit for purpose, moulded pulp or bagasse clips and support bars can replace plastic or metal parts in temporary displays. Recycled or bio-based claims require evidence of content, product suitability and the applicable end-of-life route. We do not claim that every product or every material can be recycled in every location.

Energy, emissions, water and effluent

We seek to reduce avoidable energy and freight demand through design, packing, consolidated shipments and efficient equipment. The responsible team reviews available electricity, fuel and freight information and develops a measured emissions baseline when the data is adequate; any published footprint must define its boundary and method. Renewable-energy percentages and reduction claims are published only when backed by records. The Greenhouse Gas Protocol provides a reference for formal inventories.

Facilities must use water responsibly, maintain equipment to prevent leaks and comply with applicable water, drainage and discharge requirements. Production partners must identify water-intensive processes, keep records where material and treat or dispose of effluent through lawful arrangements. Any water recycling or savings claim must be based on the actual site system and measured result.

Waste, surplus and circular design

We aim to prevent waste first through accurate briefs, sampling, print controls, right-sized packaging and production planning. Clean paper and board offcuts are segregated for appropriate recovery where available; other wastes, including inks, chemicals, electronics and mixed materials, follow their applicable handling and licensed disposal route. Offices, warehouses, retail distribution and production sites keep waste streams separate where practicable and retain disposal evidence when relevant.

Design reviews consider reuse of structures, replaceable graphics, refurbishment, material recovery and sensible stock levels before a product is released. Returned or obsolete assets are assessed for safe reuse and then for recycling or disposal. Textile or other specialist materials, if used, are dealt with under the same hierarchy and their actual recovery route. We distinguish reuse and ordinary recycling from a verified closed-loop system.

7 Supplier and project controls

We use a risk-based process to apply this policy. A relevant owner:

- Screens new suppliers for location, process, labour model, material and environmental risks, and identifies any subcontractors before approval.
- Communicates the policy and contractual requirements, asks for relevant licences, certifications, material records and social or environmental audit evidence, and checks expiry and scope.
- Records the project specification and legal or destination-market requirements, then reviews samples, material substitutions, production, packing and release evidence.
- Logs concerns or audit findings with an owner, due date and corrective action; verifies the correction and escalates serious or overdue cases.
- Reviews supplier performance and the effectiveness of controls at appropriate intervals, with additional checks when risk or circumstances change.

Suppliers must cooperate with appropriate visits, worker interviews and independent audits, and allow concerns to be raised without management retaliation. Audit scores alone do not establish compliance. Findings and corrective actions must be reviewed together with records, worker input and direct observations. Commercial purchasing and delivery decisions should allow realistic lead times and pricing that do not encourage excessive hours, unsafe work or concealed subcontracting.

Our printing and packaging network includes a manufacturing partner certified to ISO 9001, ISO 14001 and ISO 45001 for relevant printing, carton and paper box processes. We verify the scope and current status before relying on these credentials.

This policy describes our requirements and management approach. Specific targets, quantitative results, site certifications and externally assured statements are published separately only after verification. We keep records needed to support claims and share appropriate evidence with stakeholders, while protecting personal data and commercially sensitive information.

8 Standards that inform this policy

This policy is informed by the following published frameworks. Reference to them does not mean that Retail Logic is a member or signatory of the issuing organisation:

[ILO Fundamental Principles and Rights at Work](#)

[Ethical Trading Initiative Base Code](#)

[UN Guiding Principles on Business and Human Rights](#)

[UN Global Compact Ten Principles](#)

[OECD Due Diligence Guidance for Responsible Business Conduct](#)

[GHG Protocol Corporate Standard](#)

[Retail Logic Responsible Timber Sourcing Policy](#)