



Human Rights Policy

ThinkingWorks by Thinking Ergonomix is a medium sized Australian owned company that designs, manufactures and supplies specialised furniture components to the commercial furniture market in Australasia UK and Europe. Key products include height adjustable workstation frames, conference, meeting and folding table bases, power boxes, storage and seating products and computer monitor arms. These products are sold to office furniture/workstation suppliers, end users and marketed to the architectural, design and commercial industry worldwide.

This policy applies to all employees, senior executive team, contractors and suppliers.

Thinking Works is committed to developing a culture which supports and respects the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights, the UN Global Compact and the International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work. Thinking Works seeks to identify, assess and manage human rights impacts within our internal operations and business relationships.

We have in place a due diligence system to identify and prevent human rights risks to people in our business operations and our supply chain. We are committed to cooperating and participating in fair and equitable remediation of any human rights impacts we may be linked to or associated with.

Our Human Rights approach

Diversity and inclusion

We work to ensure we have an inclusive, diverse and respectful workplace, free from harassment and discrimination. ThinkingWorks does not tolerate disrespectful or inappropriate behaviour. We have policies in place that promote equal opportunity, and address discrimination, bullying and harassment. Our recruitment processes and training and advancement procedures are merit-based, and selection criteria assess experience, performance, skills and qualifications.

A safe and healthy workplace

The health and safety of our employees and contractors is of the utmost importance to our organisation. We have established systems that ensure we identify workplace hazards and we have operational controls and processes in place to limit potential incidents. We also provide ongoing training and inductions to educate our workforce on health and safety risks.

Freedom of association and collective bargaining

We respect our employees' right to join a trade union or labour organisation of choice, without fear of reprisal, intimidation or harassment. Thinking Works works with staff to negotiate terms and conditions of work and we are committed to establishing a constructive dialogue with employees' chosen labour representatives.

Modern slavery, forced labour and human trafficking

We prohibit the use of all forms of forced labour, including military and prison labour, indentured labour and bonded labour. Prohibited also are all forms of slavery, including servitude and human trafficking. We have

communicated to key suppliers that there is zero-tolerance for deceptive recruiting, forced, debt and bonded labour.

Fair working conditions and wages

Our human resources and labour policies adhere to relevant state and national legislation. Fair working conditions relating to minimum wages, overtime hours and legally mandated benefits are implemented company wide.

We have laid out expectations in our Supplier's Code of Conduct to ensure that suppliers comply with relevant legislation in relation to wages and fair working conditions. We have zero tolerance of unfair work practices, which may include, but are not limited to, the docking of wages as a disciplinary measure, deductions for personal protective equipment, passport retention, and charging fees or a deposit in return for employment.

Migrant workers

We understand that the migrant workforce is particularly vulnerable to modern slavery. Thinking Works provides all migrant labour workers, including domestic and imported workers, with wages and working conditions that accord with local law.

Child labour, including the worst forms of child labour

We do not condone the use of child labour in our business operations, or the operations of our business partners and suppliers. We set minimum age requirements and we expect suppliers and business partners to comply with the ILO Minimum Age Convention (C138) and the Worst Forms of Child Labour Convention (C182) to ensure no children are engaged in hazardous work.

Grievance procedures

We have a company-wide grievance policy to ensure there is a mechanism for resolving issues fairly and quickly for employees, contractors and suppliers.

Supply Chain

The management of human rights risks is important throughout our business, and particularly within our supply chain. We have issued our key suppliers with a Supplier's Code of Conduct, which stipulates our human and labour rights compliance requirements. We rate our suppliers' compliance records and advise corrective actions where required.

Management system

Our commitment to our Human Rights Policy is underpinned by an internal management system, which ensures procedures, training, responsibilities and monitoring are in place.

Dean Kuch
Managing Director

Date : 06 September 19

Related policies and resources

- Workplace Health Safety Policy
- Environmental Policy
- Responsible Sourcing Policy
- Staff/Employee handbook
- Supplier's Code of Conduct