

Immij recognise slavery, forced labour and human trafficking as matters of global concern. As an employer we are committed to expanding our previous policies on Human Rights and Labour Practices to ensure our organisation and supply chains operate responsibly and transparently to protect the rights of all workers.

## **About Immij**

Immij operates solely within Australia. Our head office and factory is based in Melbourne, Australia, with additional manufacturing facilities in Sydney.

We produce a wide range of printed products, in addition to providing design, digital and warehousing services.

Immij Management, Human Resources and Procurement teams work collaboratively to research, write and implement policies and processes supporting fair and equitable conditions for all stakeholders.

## **Policies and Procedures**

Our commitment to Quality and Environmental Management, incorporating ISO26000 Social Responsibility core subjects of Human rights, Labour Practices and Fair Operating Procedures, underpins our approach to workers' rights, both internally and through our supply chains.

Furthermore, our association with the Forest Stewardship Council (FSC) affirms that we will not directly, or indirectly, involve ourselves in violations of any of the International Labour Organisations (ILO) core conventions. This certification specifically covers the forestry industry – our major suppliers of consumables - and is externally audited on an annual basis.

Our recruitment and on-boarding processes follow strict guidelines to ensure compliance with relevant employment legislation. All staff undertake a formal organisational induction, which ensures they understand their rights and responsibilities as an employee of Immij.

Staff are also provided with regular updates when any changes occur in employment legislation.

Current policy documents which support workers' rights include:

- ORG23-OV-01 Immij Employee Relations Overview
- ORG23-PL02 Code of Conduct Policy
- ORG23-PL04 Equal Employment Opportunity Policy
- ORG23-PL06 Fraud Corruption and Bribery Policy
- ORG23-PL11 Recruitment and Selection Policy
- ORG23-PRO-03 Issue Resolution Procedure

## **Modern Slavery - Our Progress to Date**

Whilst the organisation is not required to formally report under the Modern Slavery Act 2018, we recognise the importance of being pro-active and transparent in this area.

To date we have implemented the following initiatives to ensure compliance with the Modern Slavery Act:

- Formed a working committee with representation from Human Resources, Management, Procurement and Compliance Consultant.
- Issued our Modern Slavery Statement
- Conducted an internal audit of our staff wages, work arrangements and Visa documents.
- Updated our Supplier Agreement to include MSA compliance for new suppliers.

## Ongoing Initiatives

Our committee is working on the following initiatives:

- Completing the Social Responsibility Alliance Slavery and Trafficking Risk Template (sraglobal.org)
- Establishing KPI's to measure the success of our Modern Slavery initiatives.
- Creating a Modern Slavery Act Compliance Questionnaire for our existing suppliers
- Compiling data from suppliers to identify suppliers with moderate to high- risk.
- Preparing a plan for working with high-risk suppliers to mitigate/reduce risk and implement ongoing monitoring for compliance.

This statement demonstrates our commitment to implementing risk assessment and due diligence processes to identify and support the eradication of modern slavery issues in our supply chains. We will work with our suppliers and contribute to wider industry initiatives to address modern slavery concerns within the global printing and packaging industries.



Mark Randles  
Group General Manager  
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