

## INTRODUCTION AND SCOPE

Glad is committed to conducting and managing its business and its operations in a manner that reflects our high ethical standard.

We expect our contractors to respect and adhere to the same standards in the operation and management of their business and its operations and reserve the right not to do business with contractors who do not share and demonstrate our commitment.

Our Charter sets out our minimum requirements and expectations that the Company holds of itself and further of its contractors. Where the Charter makes reference to an obligation that falls on 'Glad' any contractor must also comply with that obligation in order to do business with Glad.

Whilst this Company Charter also applies to all contractors, there is also a specific Ethical Code of Practice that is distributed to all contractors.

## EMPLOYMENT IS VOLUNTARY

Glad will not use any forms of forced labour, which means any work or service performed involuntarily under threat of physical or other penalty, such as prison, indentured or bonded labour.

Any worker engaged by Glad is engaged on the basis of their own free will.

Glad will respect the freedom of movement of its workers and permit employees to move within their designated work areas during working hours. Employees are permitted to leave the premises during meal breaks and after hours and have access to water and toilet facilities.

Glad will not require any employee to lodge as a deposit their original identity papers nor will Glad hold any money or deposits or take any action as a means of preventing workers from terminating their employment.

## RIGHT TO WORK

Glad will not employ a person who does not have the right to work in Australia.

Glad will accept the following documents as evidence of the right to work in Australia:

- Australian birth certificate
- Certificate of Australian citizenship
- Australian or New Zealand passport
- Evidence of permanent resident status
- Temporary visa with entitlement to work.

## NO CHILD LABOUR

Glad will not use child labour in its business and to be considered for employment a candidate must be at least 18 years of age.

Glad will have in place adequate human resource systems and practices to ensure that a candidate meets the minimum age requirement.

## NO DISCRIMINATION

The workplace will be free from discrimination, including discrimination in recruitment, remuneration and compensation, promotion and discipline on the basis of religion, race, gender, age, disability, sexual orientation, nationality, political opinion or membership or affiliation with a trade union.

## PROHIBITION ON HARRASSMENT AND ABUSE

Workers are treated with dignity and respect. Glad will provide a workplace free from harassment, which can take many forms including physical, sexual, verbal or visual behaviour that creates an offensive, hostile or intimidating environment.

## COMPENSATION IS TIMELY PROVIDED

Workers are paid in a timely manner in accordance with the relevant industrial instrument and/or contractual arrangement. Legislative entitlements, included entitlement to the spectrum of leaves are provided.

## FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Glad recognises and respects the right of its workers to freedom of association and collective bargaining, including the right to freely join a trade union. We do not interfere with an employee's decision to associate or not associate and we do not discriminate against the employee or the employee's representative.

Glad's employees have the right to nominate or be nominated for the role of Union delegate without interference or retaliation. As far as practical and in accordance with any Award or industrial instrument, Glad will provide reasonable time off work for a Union representative to carry out their duties and undergo training and development.

## WORKING HOURS ARE NOT EXCESSIVE

Glad respects the rights of its workers to have and maintain a work life balance.

Workers will not be engaged to work excessive hours and overtime will be paid where applicable.

## THE WORKPLACE IS HEALTHY AND SAFE

Glad provides a safe, hygienic and healthy workplace and takes all steps to prevent accidents and injuries in the workplace. Glad has systems in place to detect, avoid and respond to potential safety risks or hazards.

## THE WORKPLACE IS ENVIRONMENTAL FRIENDLY

Glad takes all steps to minimise its environmental footprint and adopts all reasonable measures to mitigate negative environmental impacts and continuously strive to improve its environmental performance.

## TO ACT ETHICALLY AND WITH INTEGRITY

Glad maintains an ethical work environment and at all times complies with the 'Statement of Business Ethics'.

## THE CODE IS FULLY IMPLEMENTED

This Charter shall be fully implemented, displayed at worksites and employees shall be trained on the Charter and made aware of their rights under the charter.

## REPORTING VIOLATIONS

Any actual or suspected breaches of Glad's Charter can be reported to Glad via the following email address:

[whistleblower@gladgroup.com.au](mailto:whistleblower@gladgroup.com.au)



Nick Iloski  
**Managing Director**  
**Glad Group**, comprising of:

Glad Group Pty Ltd | ABN 62 092 928 115

Glad Cleaning Service Pty Ltd | ABN 43 054 617 891

Mutual Cleaning and Maintenance Pty Ltd | ABN 53 006 516 810

Glad Maintenance Pty Ltd | ABN 85 127 522 481 | Contractor's Licence: 215410C

Glad Security Pty Ltd | ABN 122 097 590 | Security Licences: NSW 409557154, ACT 17502081, QLD 3199590, VIC Licence 763-211-20S, WA SA40606

