



**Corn-cob-ology**

Principles,  
Standards &  
Guidelines Policy



# Corncobology Pty Ltd

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## Principles, Standards & Guidelines Policy

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### 1. Scope

This Corncobology Principles, Standards & Guidelines Policy is intended to establish the standards that are reasonably designed to deter wrongdoing and promote and reinforce ethical behaviour. It is the responsibility of all employees to maintain standards of business ethics within their teams.

### 2. Aims

Corncobology Pty Ltd is committed to complying with our ethical policies and standards. We put an emphasis on the following:

- Honesty
- Integrity
- Promise keeping and trustworthiness
- Loyalty
- Fairness
- Concern for others
- Respect for others
- Law abiding

### 3. Work Health and Safety

Corncobology conducts its business to comply with the Work Health and Safety Act, and other relevant statutory and regulatory requirements applicable to the State.

We believe that the well-being of people employed at Corn-cob-ology, or people affected by our work, is a priority and must be considered during all work performed on our behalf.

People are our most important asset, and work health and safety are everyone's responsibility. The safety of the public is given equal priority to that of our workers.

'In conjunction with our WHS program and the principles included in WHS Manual & Guidelines. The objectives of this policy are to, as far as reasonably practicable:

- Achieve a safe and incident free workplace
- Review yearly WHS in project planning and work activities
- Involve employees in the decision-making process through regular communication and consultation
- Ensure employees identify and control risks in the workplace
- Monitor and review the elimination or control of potential risks
- Enhance employees' WHS knowledge through a program of education and training

The success of our WHS management depends on:

- The commitment of all persons to achieving the policy objectives
- Planning work activities, with due consideration given to WHS
- Undertaking the risk management process in an effective manner
- Communication and consultation between our workers and subcontractors

We are committed to fulfilling the objectives of this policy and expect the same of all workers and subcontractors working on our behalf.

## **4. Modern Slavery**

This policy affirms our commitment to contribute to ending all forms of modern slavery and outlines our approach to reducing the risk of modern slavery practices within our supply chains and operations.

Modern slavery describes situations where coercion, threats or deception are used to exploit individuals and undermine or deprive them of their freedom.

Corncobology approach to limiting the risk of modern slavery practices is proactive and regular engagement with all suppliers to identify the potential and eliminate any modern slavery within our supply chains and operations, and we expect all organisations we engage with to do the same.

We expect all existing and new suppliers to comply with the principles set out in our Supplier Code of Conduct. Fundamental to the supplier Code of Conduct is an expectation that all Suppliers operate in full compliance with the laws and regulations in the jurisdiction where the goods are sourced, procured or services are performed. Suppliers must use best endeavours to ensure that there is no modern slavery in their supply chains and operations.

In the event suppliers identify any occurrence of, or material risk of modern slavery in their supply chains or operations they are to take practical and effective steps to address that occurrence or risk.

suppliers must notify Corn-cob-ology as soon as possible of any occurrence of, or material risk of modern slavery they have identified and notify relevant authorities where appropriate.

## **5. Fair Work Principles and Flexibility for Employees**

The Fair Work Act 2009 (FW Act) promotes productivity, fairness and cooperation through an emphasis on collective bargaining, underpinned by simple good faith bargaining obligations and clear rules regulating industrial action.

Collective bargaining is a way of fostering a culture of change in the workplace and is a valuable tool in the process of continuous improvement. It can assist in the creation of responsive and flexible enterprises and help to improve productivity and efficiency.

Increased productivity can provide higher wages to workers or more secure and satisfying work, higher profits to employers and lower priced goods and services to the public.

At Corncobology we actively encourage employees to discuss and negotiate family friendly arrangements such as job sharing, hours of work, school holidays, flexible rosters etc. We are always willing to negotiate and co-operate where possible.

## **6. Fair Pay and Standard Wages**

At Corncobology we follow guidance from Fair work Australia with minimum workplace entitlements. Our best practice initiative aims to achieve a fair, happy and productive workplace.

We comply with good record keeping by:

- Providing timesheets
- Calculate wages, leave and other entitlements accurately
- We audit our own records to find any errors

Our policy covers:

- The right to flexible working arrangements
- Co-operation in the workplace
- Gender pay equality
- Workplace privacy

## **7. Environmental Impacts for Business and Supply Chain**

Sustainable procurement aims to reduce the adverse impacts of purchased products and services throughout their life. This includes considerations such as waste disposal and the cost of operations and maintenance over the life of the goods and services.

We recognise that we have a duty to protect the natural environment and must work to minimise our actual and potential environmental impacts throughout our value chain.

Using a supplier/s who can meet our standards for environmental and social issues this helps us reduce our impacts through the supply chain.

- We aim to reduce our carbon footprint by wherever possible we buy and produce locally made products
- Source suppliers who have a and uphold an environmental impact statement
- Ensure selected suppliers comply with the environmental legislation i.e. check supplier does not break any laws
- Check the products environmental impact – whether waste is created during its manufacturing, do they use hazardous substances, how much packaging is used.

Onsite we maintain our standards by abiding by the following rules:

- Managing office equipment and its star rating
- Waste reduction through reduced purchasing and waste disposal costs.
  - Re-usable mugs, plates, cutlery
  - Using a water filter, not bottles water
  - Providing fair trade tea/coffee
  - Replacing appliances with new energy star appliances
- Travel and meetings – we opt to speak on the phone or virtual meeting instead of interstate travel where possible
- Employ within our local community to reduce commuting costs and to retain, grow and support our local community
- Recycle any materials where possible
- Use recycled packaging when appropriate

## **8. Commitment to Supplier Diversity**

At Corncobology we are committed to give fair consideration and opportunity to small business, small, disadvantaged business, Indigenous owned business, female-owned small business and other minority businesses within our supply chain.

We ensure that diversity is integrated into sourcing and procurement processes to generate efficiency, innovation and increased opportunities for diverse suppliers.

As a female owned business ourselves, we understand and recognise the importance of supporting unrepresented business owners.

## **9. Anti-Corruption and Bribery**

This anti-corruption clause forms part of the terms and conditions between Corncobology and any supplier and/or customer alike.

Corncobology's corporate values require that in all aspects of business, all staff act honestly, adhere to the highest ethical standards, and act in compliance with all relevant legal requirements. In this respect staff must not engage in Bribery or any other form of corruption.

## **10. More Information**

If you have a query about this policy or need more information, please email [hello@corncobology.com.au](mailto:hello@corncobology.com.au) or you can contact our admin team on P +61 2 9457 0177 and they will put you in touch with a company representative.