

Revision History and Approval

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Revision Date	Revision Number	Nature of Changes	Authorised by
16/10/2020	A	Original Release	Joe Cardamone

Cell Biosciences Labour Practices and Policies

Cell Biosciences is built on the principles of ethical trading based on our Responsible Sourcing Policy 2020. This is to ensure there is a commitment that goods are sourced in a responsible manner while only working with suppliers that comply with 2011 United Nations Guiding Principles on Business and Human Rights (UNGPs).

This policy sets out Cell Biosciences' commitment to lawful and ethical code of conduct and practices.

1. Code of Business Ethics

Cell Biosciences has developed a code of ethics that define the way we operate, make decisions, and treat our customers, suppliers, and industry peers. This includes:

- We recognise that what we do is more important than what we say.
- We give our customers and suppliers honest, accurate information.
- We make sure our customers' purchasing decisions are based on their preference, not our pressure.
- We sell our customers' products today that will encourage them to return to us tomorrow.
- We give suppliers every opportunity to build long-term, loyal relationships with our business.
- We compete in our market by building our own reputation, not by damaging the reputation of our competitors.

2. Workplace Compliance Codes and Codes of Practice

2.1 Employee Code of Conduct

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. Cell Biosciences provides staff clear standards and expectations of how to behave in the workplace. The code of conduct states the rules, values, ethical principles, and vision for the business. It is important that staff understand and agree to the code of conduct and is followed whenever employees are working for or representing Cell Biosciences. This includes performing work in the workplace, taking business trips, attending work related social events. We outline the components below:

2.1.1 Compliance with Law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

2.1.2 OHS

Cell Biosciences is guided by the Occupational Health and Safety Act (OHS Act) 2004 and Occupational Health and Safety Regulations (OHS Regulations) 2017 for all relevant Occupational Health and Safety (OHS) compliance codes. This includes:

- First Aid in the Workplace
- The Storage and Handling of Dangerous Goods
- Workplace Amenities and Work Environment

All Cell Biosciences employees must understand and strictly adhere to all relevant OHS standards and regulations when at their workplace or performing work related duties.

Please refer to link for details: <https://content.api.worksafe.vic.gov.au/sites/default/files/2020-02/ISBN-Compliance-code-workplace-amenities-work-environment-2008-09.pdf>

2.1.3 Anti-discrimination and Equal Opportunity

All staff should respect their colleagues. Cell Biosciences does not tolerate any kind of discriminatory behaviour, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work.

Cell Biosciences adheres to the Equal Opportunity Act 2010 which makes it unlawful to discriminate. Under anti-discrimination laws, employers must offer equal employment opportunities (EEO). This means people are treated on their merits at every stage of their employment - from the recruitment and interview process through to their daily duties, promotion, training and development opportunities, and their resignation, retrenchment, or redundancy. Types of unfair treatment include:

- age discrimination
- gender issues
- impairment discrimination
- pregnancy and breastfeeding
- racial and religious discrimination
- sex discrimination
- sexual harassment
- sexuality discrimination

2.1.4 Protection of Company Property

All employees should treat Cell Biosciences' property, whether material or intangible, with respect and care.

Employees:

- Should not misuse **company equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright, and other property (information, reports etc.) Employees should use them only to complete their tasks.

Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

2.1.5 Professionalism

Cell Biosciences' employees must show integrity and professionalism in the workplace:

- All employees should fulfill their job and duties with integrity and respect toward customers, stakeholders, and the community. Management must not abuse their authority. Duties are delegated to team members in consideration of their competences and workload. Likewise, team members are expected to follow management instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout our company.
- We discourage employees from accepting gifts from clients or partners. Cell Biosciences prohibits bribes for the benefit of any external or internal party.
- Cell Biosciences expect employees to avoid any personal, financial, or other interests that might hinder their capabilities or willingness to perform their job as a conflict of interest.
- Cell Biosciences encourages collaboration with the workplace. Employees should be friendly and collaborative and not disruptive or present obstacles to their colleagues' work.
- All employees must be open for communication with their colleagues and team members. Management upholds a "open door policy" whereby all staff are encouraged to approach management to discuss any concerns, questions or suggestions.
- Cell Biosciences expect employees not to abuse employment benefits. This refers to time off, facilities, subscriptions, or other benefits our company offers.

3 Disciplinary Actions

Cell Biosciences may take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. Possible consequences include:

- Demotion
- Reprimand
- Suspension or termination for more serious offenses
- Detraction of benefits for a defined time
- Legal action in cases of corruption, theft, embezzlement, or other unlawful action.