

At Officeworks, people and the planet are at the heart of what we do including respecting all internationally recognised human rights.

Our work to respect human rights is guided by the UN Guiding Principles on Business and Human Rights (UNGPs). The UNGPs are the global standard for preventing and addressing business-related human rights harms. They highlight that all businesses, including Officeworks, have a responsibility to respect human rights including those of our team members, suppliers, workers in our supply chain, customers and communities.

In line with the UNGPs, we conduct human rights due diligence to help us to identify, mitigate and prevent human rights impacts across our business and our value chain. We give particular consideration to the rights of vulnerable, marginalised or at risk groups. We are committed to ensuring we have effective grievance mechanisms available to raise concerns without fear of retaliation. We are also committed to providing for or cooperating in remediating adverse human rights impacts where we identify we have caused or contributed to them. We look for ways to use our leverage to prevent and mitigate adverse human rights impacts with which we may be involved. We may also take a role in remediation where we are directly linked to an adverse human rights impact by a business relationship through our products, operations or services.

## What are human rights?

Human rights are the fundamental rights, freedoms and dignities every person is entitled to, regardless of their gender, race, nationality, religion, sexual orientation or other recognised status. Examples of internationally recognised human rights include the rights to: life, health, privacy, an adequate standard of living, freedom from discrimination, freedom from slavery, freedom of association and to safe and healthy working conditions.

## What are salient human rights issues?

Our salient human rights issues are the human rights that are at risk of the most severe negative impact through our activities or business relationships. They are determined based on risks to people not to Officeworks, as a starting point.

To support our work to respect human rights, we are putting in place policies, procedures, practices and systems that help embed respect for human rights throughout our business and in our interactions with our value chain. We are committed to setting clear expectations of our suppliers and other business partners to respect human rights and encourage them to do the same in their value chains. We publicly report on our human rights related commitments and efforts, including through our website.

We prioritise our efforts to respect human rights by focusing on our six salient human rights issue areas.

### Maintaining safe and fair workplaces for our team members

We strive to create a safe, healthy work environment where our team can thrive. We are also committed to maintaining an inclusive work environment, free from harassment and discrimination, with a particular focus on gender equality and the rights of our younger team members. We are working towards a target of zero injuries at Officeworks' stores, offices and distribution centres.

Learn more about how we create a safe and healthy work environment [here](#)

### Supporting labour rights in our value chain

We are committed to sourcing goods and services sustainably and responsibly, while working with suppliers and service providers to improve their practices. We sell products from all around the world. The value chains of these products can be complex and include activities such as electronics manufacturing and recycling that can involve significant human rights risks, including modern slavery and other forms of labour exploitation. We also expect our suppliers and other business partners to respect other workers' rights, including the rights to freedom of association and collective bargaining.

Learn more about our ethical sourcing and modern slavery program [here](#)

### Respecting Indigenous peoples' rights

We are dedicated to ensuring that our businesses are places where Indigenous peoples feel welcome and valued as team members, customers, suppliers and citizens and ensuring that we respect Indigenous peoples' rights including in relation to equality and non-discrimination, land and resources and culture.

Learn more about our approach to reconciliation [here](#)

### Upholding the privacy and personal dignity of our customers

We are committed to using data responsibly, and respecting our customers' human rights to privacy and personal dignity. Protecting data relating to our team members and customers, is a high priority. We are committed to treating all of our customers with dignity and provide accessibility to all of our customers without discrimination.

Learn more about the steps we are taking to use data responsibly [here](#)

### Preventing adverse impacts on communities

We seek to understand and mitigate the potential adverse impacts we could have on the human rights of communities along our value chain in line with international standards, including human rights impacts linked to environmental and other physical impacts, such as deforestation, plastic pollution, product waste and recycling. We recognise the link between human rights and environmental issues, including climate change.

Learn more about our focus on people and the planet [here](#)

### Ensuring product safety for our customers

We are committed to providing our customers with safe products and a safe shopping environment across our retail stores. We have processes in place to help ensure that all our products comply with relevant mandatory standards before they are offered for sale.

Learn more about our approach to safe products and safe shopping [here](#)