



UNGC COP REPORT 2018/19



Tradesman Insurance, Home and Contents,
Car Insurance, Travel Insurance, Business
Insurance, and Liability Insurance.

This is our **Communication on Progress** in
implementing the principles of the **United
Nations Global Compact**.

We welcome feedback on its contents.

Feedback

Please send all feedback to our
company headquarters via:

MAIL

PO Box 1136
NEDLANDS 6909 WA

EMAIL

info@elliottinsurance.com
Global Sustainability

This progress report is produced
for our customers, employees,
community partners, and suppliers

HUMAN RIGHTS

How do we ensure workers are provided with safe, suitable and sanitary work facility's?

Elliott Insurance Brokers is committed to fulfilling both its moral and legal responsibility under the Workplace Health and Safety Legislation and Workers Compensation legislation by providing and maintaining a work environment that is safe and health for all employees, customers, visitors and the public.

 <p>PRINCIPLE 1</p> <p>Businesses should support and respect the protection of internationally proclaimed human rights.</p>	 <p>PRINCIPLE 2</p> <p>Businesses should make sure that they are not complicit in human rights abuses.</p>

+ 100%

CURRENT PROGRESS

We are 100% committed to consultation and cooperation between management and employees.

How is this achieved?

This is achieved through our "Workplace Health and Safety Charter" policy, which is provided to employees on their first day, and also available to access any time through our public employee drive.

ELLIOTT INSURANCE BROKERS ENSURES THAT:

- ✓ Sufficient resources are committed for the implementation of the safety management system
- ✓ Safe and secure systems of work are implemented and maintained
- ✓ Adequate information, training and supervision are provided and employees are competent and suitably skilled to undertake the work to which they have been assigned
- ✓ All incidents are reported and investigated promptly and completely with remedial actions adopted to prevent recurrence
- ✓ Work related injury or illness is managed through effective rehabilitation and claims management
- ✓ Consultative communication systems that effectively support this safety management system are implemented and maintained
- ✓ A safe means of entry to and exit from the place of work is provided
- ✓ An environment is maintained that provides a safe workplace and adequate facilities and arrangements for welfare at work.
- ✓ All relevant Acts, Regulations, Codes and Standards, including EAG policies and procedures are applied

HUMAN RIGHTS

How do we protect workers from workplace harassment, including physical, verbal, sexual or psychological harassment?

We are an equal employment opportunity employer. This means every job applicant and every employee gets a “fair go”. Bullying and harassment of any person will not be tolerated in the workplace. Disciplinary measures and possible dismissal may follow the reporting of such behaviour, if complaints are found to be true.

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CURRENT PROGRESS

We are 100% committed to consultation and cooperation between management and employees.

How is this achieved?

This is achieved through our “Harassment and Bullying Prevention” policy, which is provided to employees on their first day, and also available to access any time through our public employee drive. This policy includes, definitions, harassing behaviour included verbal and non-verbal, physical and sexual harassment. As well as including resources to Fairwork and the Australian Human Rights Commission.

“HR Complaints” policy, which ensures that employees know how to go about making a HR complaint, and the resolutions steps that will be taken.




OUR COMMITMENT TO HARRASSMENT AND BULLYING PREVENTION

- ✓ Elliott Insurance Brokers wants to prevent harassment or bullying from happening in this workplace
- ✓ If any employee is harassed or bullied and can't resolve the situation with the person causing the harassment or bullying, management should be advised so that it can be resolved. This should either be done verbally or through the use of the HR complaint procedure.
Refer to EIB HR Complaint Procedure.
- ✓ Harassment or Bullying problems can also be reported to The Fair Work Commission
- ✓ EIB will deal with any harassment or bullying complaint seriously, sympathetically, quickly, fairly and confidentially
- ✓ EIB will do its best to ensure its employees are not victimized for making a harassment or bullying complaint
- ✓ If EIB agrees that the harassment or bullying occurred action will be taken to ensure the harassment stops. Harassing or bullying behavior may result in discipline or dismissal
- ✓ EIB will discipline anyone who victimizes someone else because they made a harassment or bullying complaint or supported someone in their harassment/bullying complaint. Victimization will not be tolerated, and may result in discipline or dismissal

LABOUR

How to we combat Labour Rights within our Company?

The Australian laws and regulations are very supportive and inclusive. We also put an emphasis on the use of local suppliers that will be bound by the same Australian labour laws and rights for all employees. This helps us know that not only are our employees not being affected by any form of forced labour or bonded labour but also the expenditure of our Company is going into the supply chain that supports the same values.

 <p>PRINCIPLE 3</p> <p>Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.</p>	 <p>PRINCIPLE 4</p> <p>Businesses should uphold the elimination of all forms of forced and compulsory labour.</p>
 <p>PRINCIPLE 6</p> <p>Businesses should uphold the elimination of discrimination in respect of employment and</p>	

+ 100%
CURRENT PROGRESS

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How is this achieved?

The way we combat this principle within our company, is ensuring that employees are always provided with information about their rights, and the steps that can be taking if they feel their rights have been affected.

ELLIOTT INSURANCE BROKERS ENSURES THAT:

- ✓ When a new employee starts, they are provided with the “Fair Work Information Statement”, this is a document provided by Fair Work. This outlines where to find information on minimum wage and entitlements, modern awards, protection from discrimination and other adverse actions. As well as links to reading material, websites and contact numbers to seek advice or more information.
- ✓ Every year we run an audit on each employee to ensure the minimum wages requirements are being met
- ✓ July 2019 we completed the “WEP’s Gender Gap Analysis Tool”
- ✓ We encourage an open dialogue and non-judgemental environment with employees to ensure they always feel safe to voice concerns and needs within the work place.
- ✓ “Fair Treatment” policy
- ✓ “Stress” policy, which also includes the offering of Company funded counselling
- ✓ “Introduction to HR” policy

ENVIRONMENT

How do we assess the environmental impact of our company?

Being mostly and office and service based business, we have had to look to our local environment to reach this goal, and put an emphasis on ways we can educate our staff so our efforts have an impact not just our office but into the daily lives of the people in our company.

 <p>PRINCIPLE 7</p> <p>Businesses should support a precautionary approach to environmental challenges.</p>	 <p>PRINCIPLE 8</p> <p>Businesses should undertake initiatives to promote greater environmental responsibility.</p>
 <p>PRINCIPLE 9</p> <p>Businesses should encourage the development and diffusion of environmentally friendly</p>	

+ 100%
CURRENT PROGRESS

We are 100% committed to consultation and cooperation between management and employees.

How is this achieved?

On the 17th December 2018 we held a recycling information session for our staff, where we focused our attention on how our local council collects and processed recycling, and the affects how not recycling correctly can have a detrimental effect. Many did not know what happened to their recycling once it was put in a bin.

ELLIOTT INSURANCE BROKERS ENSURES THAT:

- ✓ "Occupational Health and Safety" policy to protect staff in the office environment
- ✓ Information sessions for staff on correct recycling
- ✓ Choosing suppliers that are affiliated with and put initiative into recycling, such as stationary suppliers
- ✓ Lodgement of Carbon Offset report every year through, and Australian company called "Carbon Neutral"
- ✓ Choosing recycled materials for office supplies
- ✓ Creating a sustainable and usable recycling system within our office
- ✓ Changing our Company car fleet to hybrid cars
- ✓ Solar panels being installed on our office building

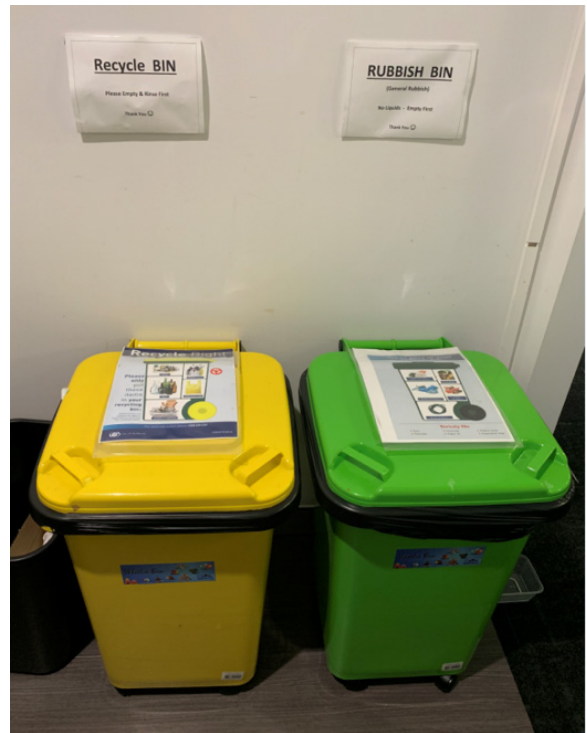
IMPLEMENTATION

On the 17th December 2018 we held a recycling information session for our staff, where we focused our attention on how our local council collects and processed recycling, and the affects how not recycling correctly can have a detrimental effect. Many did not know what happened to their recycling once it was put in a bin.

The poll we took before the session we established only 1% of the staff understood what happens to recycling in the system, how to select the correct recycling bin for waste, and what happens when you don't recycle correctly. At the end of the session 100% of our staff voted that they now have more understanding of the reasons why you need to recycle correctly and felt they knew how to apply the principles learnt.

Our local city council has a target of 65% waste

As a collective we brainstormed on ways we could help to reduce our personal waste more effectively:



LOCAL CITY COUNCIL



Our local city council has a target of 65% waste reduction by 2020, their approach is the implement effective environmental practises that consider the most cost affective outcome. "Waste" materials are thought of in terms of resources recover, reused and recycled where ever possible.

The staff have implemented a colored bin system in the kitchen to recycle items.

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After our meeting our staff were inspired to create an easy to learn and use recycling system in our kitchen, using different colour bins and labelled instructions.

ELLIOTT INSURANCE BROKERS ENSURES THAT STAFF:

- ✔ Put the right waste in the right bins “know your bins”
- ✔ Donate clothes or items to charity
- ✔ Buy second hand goods whenever possible
- ✔ Start a compost at home – we found out that this can reduce bin waste by 24%
- ✔ Utilise reusable shopping bags and produce bags
- ✔ Rake leaves into flower beds to produce mulch rather than putting in green waste bins
- ✔ Buy goods with less packaging

IMPLEMENTATION CONTINUED

We lodged our annual “Organisational Greenhouse Gas Inventory Report” covering the 2018-2017 period, this is a report that is created by an independent senior carbon advisor consultant with Carbon Neutral Pty Ltd.



THE RESULTS

Through this report we can identify our biggest GHG emission by activity.



18% OF EMISSIONS

We found after the report was produced that 18% of our emissions were Electricity related.



SOLAR PANELS INSTALLED

In July 2019 solar panels were installed on our office building



2019 - 2020

We anticipate to see a Significant improvement on the 2019/20 report.



65% WASTE REDUCTION

We continue to work with our local city council to help reach their target of 65% waste reduction by 2020

**Australian Native Reforestation
Yarra Yarra Biodiversity Corridor**



Our Carbon Offset for the 2017/18 year was calculated at 64 Tonne

To offset this we purchased credits towards the “Australian Native Reforestation – Yarra Yarra Biodiversity Corridor” which have just recently been planted.



ONGOING SUPPORT FOR LOCAL REFORESTATION


The Yarra Yarra Biodiversity Corridor is a multi-species native reforestation project located in Southwest Australia which is a global biodiversity hotspot. It removes 1.897 million tonnes of carbon in a region where over 90% of the woodland has been cleared.

Elliott Insurance Brokers is dedicated to continuing its support for this local and vital reforestation initiative in an ongoing commitment to reducing our carbon footprint

ANTI-CORRUPTION

What actions do we take to fight corruption?

Being the in the financial service industry, we are highly regulated and require an extensive system of processes to ensure we always carry out ethical business practices.



PRINCIPLE 10

Businesses should work against corruption in all its forms, including extortion and bribery.

+ 100%

CURRENT PROGRESS

We are 100% committed to consultation and cooperation between management and employees.

How is this achieved?

The tenth principle against corruption was adopted in 2004 and Elliott Insurance Brokers is committed not only to avoid bribery, extortion and other forms of corruption, but also to proactively develop policies and concrete programmes to address corruption internally and within our various supply chains.

ELLIOTT INSURANCE BROKERS ENSURES THAT:

- ✓ All business contracts including employment contracts are reviewed regularly to ensure they compliant with the most relevant laws including the anti-corruption laws.
- ✓ Rigorously enforcing our "Anti-Bribery" Policy
- ✓ Creation and implementation of our "Code of Conduct" Policy
- ✓ Close adherence to our "Conflicts of Interest" policy
- ✓ Quarterly compliance audits carried out by an external consultant
- ✓ Through our website ensuring our clients have the contact details of the "Australian Financial Complaints Authority"

DONATIONS

At Elliott Insurance Brokers, we believe it is our responsibility to work with people from a number of different industries, from countries across the globe to ensure the economic, social and environmental sustainability of the planet and the people who live here. The following demonstrates just a fraction of our total commitment to social change.



JOHN ELLIOTT
CEO, ELLIOTT INSURANCE BROKERS

As the sole shareholder John donated 100% of the company profits in 2016 and 2017 to charitable projects such as a new 100% sustainable children's village to be built in Soy Kenya through the One Heart Foundation. In late 2018 John will be taking off from Hervey Bay Queensland and walking a route back to Coral Bay Western Australia with 4 camels to raise awareness for Beard Season and their work with melanoma.

\$ ONE HEART FOUNDATION

\$3,320 in total donations including sponsoring of three children, and a donation towards the Christmas Fund

\$ BEARDS FOR THE BUSH

\$1,780 raised for Beards for the Bush, a charity for bringing skin cancer specialists to the country region where it is needed most.

\$ CARBON NEUTRAL OFFSET

\$1,482 in purchased carbon offsets for the Yarra Yarra Biodiversity Corridor

\$ GLOBAL CITIZENS

\$5,000 donated to various efforts around the world on the Global Citizen online platform

\$ 11,582
TOTAL DONATIONS

To ensure the continuation of this by Elliott Insurance Brokers into the future John established the Global Sustainability Commitment which can be found on our website.



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