

HUMAN RIGHTS

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

- The “TTM EEO Anti-Bullying, Discrimination and Sexual Harassment Policy” ensures that TTM and its employees respect and acknowledge the importance of providing equal opportunity to all, irrespective of race, colour, religion, gender, sexual orientation, and disability. The company recognises that diversity makes for a better workplace, and are committed to attracting and retaining a diverse workplace and adopting practices which are free of prejudice including when, recruiting, providing a respectful and flexible work environment, training, developing and promoting employees, and when delivering our services to clients in a safe, professional and respectful way.
- Our code of conduct policy is updated to include Anti-discriminatory clauses and is available on the company network and posted on company’s notice board.
- Sufficient resources are committed for the implementation of the safety management system. Health and Safety Representatives are employees, democratically elected by the employee group, without influence from management, and are empowered to implement and oversee all health and safety practices and procedures.

LABOUR

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

- When a new employee starts, they are provided with the “Fair Work Information Statement”, this is a document provided by Governments Fair Work Department. It 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.
- Company funded counselling is available to all employees to promote wellbeing and help with any mental health issues.
- TTM is committed to increasing the number of women in its workforce and is a staunch believer in the abolishing the gender pay-gap.
- Flexible working arrangements are offered to employees, where appropriate.
- TTM is committed to cultural diversification of its workforce and continues to employ a remarkably diverse workforce.

ENVIRONMENT

[Principle 7: Businesses should support a precautionary approach to environmental challenges;](#)

[Principle 8: undertake initiatives to promote greater environmental responsibility; and](#)

[Principle 9: encourage the development and diffusion of environmentally friendly technologies.](#)

- We have “Occupational Health and Safety” policy to protect staff in the office environment.
- As a commitment to achieving net zero carbon emissions as soon as possible, to company are reviewing software options for calculating its current carbon footprint.
- Creating a sustainable and usable recycling system within our office – We have segregated general waste from recyclables and separate bins were placed in all areas of the office, clearly marked. Employees are encouraged to recycle where possible.
- 90% of the company’s electricity needs are met with renewable energy, generated onsite from an array of solar panels.
- All 3rd party packaging materials received in supplier goods are set aside and reused in the packaging and dispatch on the company’s finished products.
- The company is making a concerted effort to reduce and then eliminate single use plastics.

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- A new initiative is in place to recycle waste and scrap metal products which were going to landfill, including copper, steel, aluminium.
 - A file Enterprise Content Management System has been commissioned to enable both more accurate record keeping, but also to assist the drive toward a paperless operation.

ANTI-CORRUPTION

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

- All business contracts including employment contracts are reviewed by an Internal Auditor regularly to ensure they compliant with the most relevant laws including the anti-corruption laws.
- Probity agreements in place with all major customers.