



# **JustAutomotive** recruitment

Just Automotive Recruitment Corporate Social Responsibility Policy & Plan		
<b>Issue Date:</b> 15/6/2018	<b>Version:</b> 002	<b>Issuer:</b> D Robinson

## **POLICY**

Our Corporate Social Responsibility (CSR) policy refers to our social responsibility, behaving responsibly and acting with integrity is fundamental to how we operate at Just Automotive Recruitment. Just Automotive Recruitment acknowledges that the business existence is not a stand-alone entity, it's part of a bigger system of people, values, other organizations and nature.

Our Corporate Social Responsibility (CSR) company policy outlines our efforts to give back to the world as it gives to us.

We aim to be a responsible business that meets the highest standards of ethics and professionalism.

Just Automotive Recruitment's social responsibility falls under two categories: **compliance** and **proactiveness**. Compliance refers to Just Automotive Recruitment's commitment to legality and willingness to observe community values. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment.

## **COMPLIANCE**

### **1. Legality**

Just Automotive Recruitment will:

- Respect the law
- Honour its internal policies
- Ensure that all its business operations are legitimate
- Keep every partnership and collaboration open and transparent

#### *Business ethics*

We will always conduct business with integrity and respect to human rights. We will promote:

- Safety and fair dealing
- Respect toward the consumer
- Anti-bribery and anti-corruption practices

#### *Protecting the environment*

Just Automotive Recruitment recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We'll always follow best practices when disposing garbage and reduce, reuse, recycle where possible.

#### *Protecting people*

We'll ensure that we:

- Don't risk the health and safety of our employees and community.
- Avoid harming the lives of local and indigenous people.
- Support diversity and inclusion.

#### *Human rights and dignity*

Just Automotive Recruitment is dedicated to protecting human rights. We are a committed equal opportunity employer providing inclusive employment opportunities and equitable

access to our services. We abide by all fair labour practices and ensure that our activities do not directly or indirectly violate human rights in any country (e.g. forced labour).

We condemn human trafficking as a violation of human rights and will fully support any investigations required prosecute traffickers.

## **2. PROACTIVENESS**

### *Donations and aid*

Just Automotive Recruitment may preserve a budget to make monetary donations. These donations will aim to:

- Advance the arts, education and community events.
- Alleviate those in need.

### *Volunteering*

Just Automotive Recruitment will support employees who volunteer. Just Automotive Recruitment may from time to time sponsor volunteering events.

### *Preserving the environment*

Apart from legal obligations, Just Automotive Recruitment will proactively protect the environment. Examples of relevant activities include:

- Reduce, Reuse and Recycling
- Conserving energy
- Using environmentally-friendly technologies

### *Supporting the community*

Just Automotive Recruitment may initiate and support community investment and educational programs. It can provide support to non-profit organizations or movements to promote cultural and economic development of global and local communities.

### *Learning*

We will actively invest in R&D. We will be open to suggestions and listen carefully to ideas. Just Automotive Recruitment will try to continuously improve the way it operates.

Just Automotive Recruitment is committed to the United Nations Global Compact.

We will readily act to promote our identity as a socially aware and responsible business. Management will communicate this policy on all levels. Management is also responsible for resolving any CSR issues.

#### *Recognition of First Nations people first*

The Gadigal of the Eora Nation are the traditional custodians of this place we now call Sydney. The strength and resilience of Aboriginal and Torres Strait Islander communities' living cultures is acknowledged and celebrated. By recognising our shared past and shared future, we lay the groundwork for a community based on mutual respect and shared responsibility for our land. By respecting and contributing to the social, cultural and economic success of Aboriginal and Torres Strait Islander communities, we all progress.

#### *Valuing and supporting Strengths*

People are recognised as experts in their own lives and their unique strengths, interests, and aspirations inform our workplace programs, services, and facilities. Employees are empowered to take greater control over their futures through access to information, skills and resources. Valuing and building on people's strengths enables them to make positive changes in their own lives and in their workplace.

#### *Welcoming, socially connected workplace that embraces diversity*

Just Automotive Recruitment is an open and tolerant workplace where everyone feels part of the team. People encourage each other and support each other in times of need. People of all ages, abilities, incomes, cultures, languages, sexual orientations, gender identities, religions, and lifestyles are welcomed. Rich and diverse relationships and social networks build the workplace's social capital and strengthen our businesses' resilience.

#### *Creative and cultural expression is valued and celebrated*

Opportunities for creative and cultural expression enable people to share their ideas and values, to come together, to tell their stories, and to shape their workplace. Diversity brings

opportunities for rich cultural expression and celebration, supporting social connection and sense of belonging and identity in everyday life.

#### *Safe and accessible workplace for people of all ages and abilities*

People of all ages and abilities have the same opportunities to access Just Automotive Recruitments buildings and services. A safe, accessible workplace enables everyone in our business to hold enriched, fulfilling and contributing jobs.

#### *Supporting health and wellbeing*

The work environment supports people's wellbeing and quality of life. It brings opportunities for people to enjoy healthy and connected jobs. Employees are able to work in the knowledge that the employer is invested in their health and wellbeing.

#### *Democratic workplace where people can participate and influence job related decisions*

Everyone in our workplace has the opportunity to have their say in, and influence, decisions that affect their jobs and their workplace. People's views are genuinely considered, and they can see and understand the impact of their participation. Genuine dialogue and transparent, inclusive, and balanced participation improves decision-making and builds a more informed and engaged workplace with a shared commitment to Just Automotive Recruitments future.

#### *Effective, balanced and accountable management*

The Businesses growth and development is supported by good governance. The Managing Director acts efficiency and effectiveness. Management act honestly, ethically, fairly, and transparently. Good management increases employee and client trust and confidence, strengthening relationships and upholding people's rights and responsibilities, contributing to the businesses resilience.

#### *Equal treatment for all*

Non-Discrimination requires the equal treatment of individuals and groups irrespective of their characteristics. Just Automotive Recruitment does not and shall not discriminate on the basis of race, colour, religion (creed), gender, gender expression, age, national origin

(ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Everyone shall have the right to freedom of association with others, including the right to form and join trade unions for the protection of his interests.

*Better than minimum National Employment Standards and Working Conditions*

Being in the business of recruiting, management understand and values the contributions of employees. Employees are offered wages and benefits that meet or exceed the minimum standards set out in the National Employment Standard.

No employees will be subject to forced or compulsory labour and neither will Just Automotive Recruitment collaborate with or support business that participate in compulsory labour, forced labour or child labour. Just Automotive recruitment will only employ people of legal employment age ensuring that children are protected against economic exploitation.

Just Automotive Recruitment supports collective bargaining, which is the process of negotiation between employers and a group of employees aimed at agreements to regulate working salaries, working conditions, benefits and other aspects of workers compensation and rights for employees.

Just Automotive Recruitment seeks the co-operation, commitment and support of all employees who are involved with the activities of Just Automotive Recruitment in creating a Socially Responsible Company.

For further information on Just Automotive Recruitments Corporate Social Responsibility Policy, please contact [donna@justautomotiverecruitment.com.au](mailto:donna@justautomotiverecruitment.com.au)

## SUSTAINABILITY PLAN

Sustainability coordination is undertaken through a meeting held twice a year in person, along with additional phone meetings as needed. All Employees are present at the meeting.

<i>Initiative</i>	<i>Objective</i>	<i>FY18 Actions</i>	<i>FY18 Targets</i>
Gender Balance	Continue to create an inclusive workplace to achieve an effective gender balance	Review current practices to identify areas of improvement and accompanying action	Review complete and action plan agreed.
Community Contributions	Contribute to making a positive contribution to the community in which we operate	Donate to _____ Foundation	\$500 donation made
Reduce, Reuse, Recycle	Further reduce the waste of our business by:- <ul style="list-style-type: none"> <li>- switching to all recycled paper for printing</li> <li>- reducing the amount of printing done</li> <li>- replacing chemical cleaning products with natural based options</li> </ul>	Review paper suppliers Review operating procedures requiring printing Review cleaning products	Reduced environmental impact