

## **FSC Core Labour Requirements Policy Statement**

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**Tenon Clearwood Limited Partnership (TCLP) is committed to maintaining and promoting a positive workplace, which ensures the fundamental human rights of our employees are always protected**

**TCLP will achieve this by ensuring our workplace policies and practices contain the following principles and values**

- Ensure that employment, both external recruitment and internal transfer or promotion, is non-discriminatory, based on mutual consent and is without threat of penalty
- Promote a workforce that is free from discrimination and harassment
- Prohibit child labour, forced labour, and human trafficking
- Provide employees with fair and equitable wages, benefits and other employment conditions, and freedom of association
- Promote a healthy and safe workplace for our employees and contractors working on our site

### **TCLP Procedures and Policies that support our commitment FSC Core Labour requirements**

#### ***Recruitment Policy***

- Applicants must be aged 17 years or older to be considered for employment at Tenon Clearwood. This excludes students visiting or observing work at a TCLP site on a work experience visit approved by a Senior Manager.
- Students may be employed through company-approved short-term internships, apprenticeships, or work experience programs. Students will never be permitted to do work that may threaten their health and safety or hinder their education or vocational progress.

#### ***Equal Opportunities Policy***

- TCLP is actively committed to supporting the principles of equal opportunities in employment, training and promotion. Ensuring that no discriminating barriers exist to employment and that through the combined efforts of employees and management, all employees can work in a discrimination free environment
- TCLP will act in accordance with all anti-discrimination legislation

#### ***Health and Safety Policy***

- TCLP is committed to maintaining a safe and healthy workplace and a high standard of environmental performance. We will give health,

safety and environmental considerations high status within the company's primary business objectives.

- Measurable objectives & targets, aimed at the elimination of workplace injury & illness, will be established by the General Manager and these will be reviewed regularly.

#### ***Prohibition of all forms of forced labour***

- TCLP does not restrict workers, withhold funds for payment of obligation (unless required by law, for example Child Support, Courts, IRD), withhold passports or identification documentation from employees
- All employees are recruited into roles, and are paid no less than the minimum rates prescribed in the current collective agreement
- All employees are verified to have the legal right to live and work in New Zealand, and hold the relevant and current visa, residency or citizenship requirements as governed by Immigration NZ.


#### ***Allowing all employees, the right to Freedom of Association and Collective Bargaining***

- We comply with the Employment Relations Act 2000 in relation to Freedom of Association and Collective Bargaining, and other employment protections in New Zealand
- All Employees have the right to join or refuse to join a union organisation, without penalty or undue influence
- Employees have the right to be represented by a registered union organisation in accordance with the Employment Relations Act 2000
- Employees have the right to bargain collectively and participate in union activity in accordance with the Employment Relations Act 2000

#### **Legislative Responsibilities**

The Employment and Health, Safety & Environmental legislative responsibilities of TCLP are detailed in the "Legislative Register" The register identifies numerous documents including Acts, Regulations and Codes of Practice.

- Minimum Wage Act 1983
- Employment Relation Act 2000
- Human Rights Act 1993
- The Health and Safety at Work Act 2015



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