



# CORPORATE RESPONSIBILITY CHARTER



## Commitment to Corporate Responsibility

Oncore is committed to Corporate Responsibility which is reflected in our values of Trust, Simplicity, Ownership and People. We have policies, procedures and practices to ensure that our high standards of ethical conduct, social and environmental responsibility are upheld.

This Charter outlines the business practices and professional standards Oncore expects from its 'Business Partners'. Oncore Business Partners are any entity which has a commercial relationship with Oncore as suppliers, clients, partners, contractors, consultants, agents or advisers. While our Business Partners are independent entities, their business practices may impact us and for this reason we require our Business Partners to comply with this Charter.

Oncore reserves the right to only do business with Business Partners that comply with this Charter.

# Oncore Corporate Responsibility Charter

Oncore requests that our Business Partners recognise the importance of this Charter and ensure that the relevant areas of their operations and supply chains comply with this Charter as follows:

## Compliance

- Act lawfully and honestly with transparency, integrity, probity and high ethical standards and comply with all applicable laws and regulations.
- Ensure your workers and suppliers also comply with applicable laws and similar ethical standards as set out in this Charter.
- Maintain appropriate licenses and perform professional services only in jurisdictions where licenced to do so.
- Adopt policies and systems and maintain accurate records to demonstrate compliance with this Charter and other laws and regulations.
- Provide information so Oncore can audit and assess your ability to comply with this Charter.
- Report any violation of any law, regulation or policy immediately to Oncore.
- Have an effective, fair and accessible grievance system for whistleblowers to raise legal and ethical issues.

## Modern Slavery

- Support and comply with the Oncore Modern Slavery Policy that is available on our website.
- Oppose all forms of modern slavery and ensure that there are no modern slavery practices or risks in your operations or supply chains.
- Ensure that modern slavery risks and practices are evaluated, addressed, rectified and prevented, including by keeping records, having policies, making appropriate checks on all workers, clients and suppliers, and remaining alert to indicators of modern slavery practices.
- Provide Oncore with all information and assistance that we request, to be able to identify, address and report on any modern slavery risks.
- Advise Oncore immediately in writing if you become aware of any modern slavery risks or practices in your operations or supply chains and take practical and effective steps to immediately remedy any modern slavery event.

## Environment

- Commit to reducing negative environmental impacts.
- Use environmentally friendly technologies and practices.
- Always consider the impact of activities on the environment and the local community, including the way in which waste is disposed of, chemicals are used and stored and natural resources utilised.

## Labour and Human Rights

- Pay workers the minimum wage and provide all legally required benefits and entitlements.
- Provide a workplace free from violence, sexual abuse, discrimination, and harassment and have policies in place that provide for same.
- Promote equal opportunity and an inclusive workplace.
- Provide fair working conditions for all workers and ensure basic human rights are upheld.
- Ensure workers are of legal age and have the legal right to work in the country in which they are working.

## Health and Safety

- Ensure that workers are provided with a safe and healthy working environment.
- Prevent workers exposure to potential safety hazards.
- Provide regular Health and Safety Training.

## Information Security

- Ensure the protection of confidential information.
- Protect and respect the intellectual property of Oncore and others.
- Protect personal privacy and secure data against unauthorised access or use.
- Have robust systems in place to manage these requirements and comply with laws.

## Anti Corruption

- Never engage in bribery, corruption, money laundering, dishonest, deceptive or fraudulent behaviour and restrict any action that could lead directly or indirectly to supporting any of these.
- Never offer, give or receive any gift, benefit or hospitality which could be regarded as illegal or improper.
- Disclose to Oncore any situation which may appear to be a conflict of interest.
- Provide Oncore with all information and assistance that we request in order to manage risks relating to money laundering, terrorism financing or economic and trade sanctions or to comply with any laws.

## Reporting

Raise any concerns you have about compliance with this Charter to the Oncore Compliance Officer via:

**Phone: 1300 354 484 or**

**Email: [complianceofficer@oncoreservices.com](mailto:complianceofficer@oncoreservices.com)**

**Post: PO Box 1102, Maroochydore, Qld, 4558**

Breaches of this Charter can be escalated in accordance with the Oncore Whistleblower Policy which is available on our website.

