

Equal Opportunity and Pay Policy

1. **Purpose** TDC3 is committed to providing equal employment opportunities and fair pay to all employees. We value diversity, respect individual differences, and aim to create a workplace that is inclusive, free from discrimination, and offers equal opportunities for career growth and development.
2. **Policy Statement** a. Equal Opportunity: TDC3 is an equal opportunity employer and prohibits discrimination and harassment based on race, colour, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, or any other protected characteristic as defined by applicable laws.

b. Recruitment and Selection: We ensure that all recruitment and selection processes are conducted fairly and without bias. Job advertisements, candidate assessments, and hiring decisions are based on qualifications, skills, experience, and the ability to perform the job requirements effectively.

c. Pay Equity: TDC3 is committed to providing equal pay for work of equal value. We conduct regular reviews of our compensation practices to identify and address any pay disparities based on gender, race, or other protected characteristics. Salaries, wages, and benefits are determined based on objective factors such as job requirements, performance, qualifications, and market conditions.

d. Promotion and Advancement: Opportunities for promotion and advancement within TDC3 are based on merit, qualifications, and performance. We ensure that employees are considered for such opportunities without regard to their personal characteristics or backgrounds.

e. Training and Development: TDC3 invests in training and development programs to enhance the skills and capabilities of all employees. These opportunities are available to all employees without discrimination, and efforts are made to ensure that training and development programs are accessible and inclusive.

f. Workplace Environment: We are committed to maintaining a safe, inclusive, and respectful workplace environment. All employees are expected to treat each other with dignity and respect, regardless of their differences. Discrimination, harassment, or retaliation in any form will not be tolerated and will be promptly addressed.

3. **Responsibility and Accountability** a. Management: TDC3's management team is responsible for implementing and promoting this policy throughout the organization. They are expected to lead by example, foster an inclusive culture, and address any concerns or complaints promptly and confidentially.

b. Employees: All employees are expected to comply with this policy, treat each other fairly, and report any potential violations or concerns to their supervisor, manager, or the designated HR representative.

4. **Compliance and Review** TDC3 is committed to complying with all applicable laws and regulations related to equal opportunity and pay. We will review and update this policy regularly to ensure its effectiveness and alignment with legal requirements and best practices.

By implementing this equal opportunity and pay policy, TDC3 aims to foster a diverse and inclusive workplace where all employees have an equal opportunity to thrive and be rewarded based on their abilities and contributions.

Equality, Diversity, and Inclusion Policy

1. **Introduction** TDC3 is committed to fostering an inclusive and diverse workplace where everyone, regardless of their race, colour, religion, gender identity, sexual orientation, age, national origin, disability, or any other characteristic protected by applicable law, feels valued and respected. We believe that diversity strengthens our company and enhances our ability to serve our clients effectively. This policy outlines TDC3's commitment to equality, diversity, and inclusion.
2. **Scope** This policy applies to all employees, contractors, clients, and visitors to TDC3 premises.
3. **Commitment** 3.1. TDC3 is dedicated to creating a work environment that is free from discrimination, harassment, and bias. 3.2. TDC3 will provide equal opportunities for employment, development, and advancement to all individuals, based on their qualifications and abilities. 3.3. TDC3 will ensure that all decisions regarding recruitment, training, promotions, and other employment-related matters are based solely on relevant merits and qualifications.
4. **Responsibilities** 4.1. Management: The management team at TDC3 is responsible for ensuring the implementation and effectiveness of this policy. They will lead by example, promoting diversity and inclusion and addressing any issues that arise promptly and appropriately. 4.2. Employees: All employees are expected to treat each other with respect and dignity, embracing diversity and promoting an inclusive work environment.
5. **Discrimination and Harassment** 5.1. TDC3 strictly prohibits any form of discrimination or harassment based on race, colour, religion, gender identity, sexual orientation, age, national origin, disability, or any other protected characteristic. 5.2. Discrimination includes, but is not limited to, making hiring, promotion, or termination decisions based on protected characteristics. 5.3. Harassment includes, but is not limited to, unwelcome comments, gestures, or conduct that creates an intimidating, hostile, or offensive work environment. 5.4. TDC3 will investigate all complaints of discrimination and harassment promptly and impartially. Appropriate disciplinary action will be taken against those found responsible.
6. **Accommodations** TDC3 will provide reasonable accommodations for individuals with disabilities, in accordance with applicable laws, to ensure equal opportunities for employment and advancement.
7. **Training and Education** TDC3 will provide regular training and education programs to promote awareness and understanding of equality, diversity, and inclusion. These programs will be designed to foster a culture of respect, prevent discrimination and harassment, and encourage inclusive behaviour.
8. **Monitoring and Review** TDC3 will regularly monitor and review the effectiveness of this policy to ensure its ongoing relevance and make improvements as necessary.
9. **Reporting** Employees are encouraged to report any instances of discrimination, harassment, or other concerns related to equality, diversity, and inclusion to their supervisor, the HR department, or any designated reporting channels. Reports will be handled confidentially and with sensitivity.
10. **Non-Retaliation** TDC3 prohibits any form of retaliation against individuals who report concerns, participate in investigations, or support others in exercising their rights under this policy. Retaliation against such individuals will be subject to disciplinary action.

Modern Slavery Statement

TDC3 is committed to preventing and addressing modern slavery in all its forms. This statement sets out our commitment to ensuring that modern slavery and human trafficking do not exist in our own operations or within our supply chains.

1. **Organizational Structure and Supply Chains** 1.1. TDC3 is a printing company based in Melbourne, Australia. We provide various printing services to clients locally and internationally. 1.2. Our supply chains include raw material suppliers, equipment manufacturers, logistics providers, and other service providers.
2. **Our Commitment** 2.1. TDC3 is committed to acting ethically and with integrity in all aspects of our business and supply chain management. 2.2. We are dedicated to ensuring that our operations and supply chains are free from any form of modern slavery, including forced labour, child labour, human trafficking, or any other exploitative practices. 2.3. We aim to work collaboratively with our suppliers, clients, and stakeholders to address and prevent modern slavery risks.
3. **Policies and Due Diligence Processes** 3.1. TDC3 has implemented policies and procedures to address modern slavery risks within our operations and supply chains. 3.2. We conduct due diligence on our suppliers and business partners to assess and manage the risk of modern slavery. 3.3. Our procurement processes include criteria that prioritize suppliers who demonstrate a commitment to ethical labour practices, human rights, and responsible business conduct.
4. **Supplier Engagement and Compliance** 4.1. TDC3 expects our suppliers to adhere to ethical and legal standards and operate in compliance with applicable laws, regulations, and international labour standards. 4.2. We communicate our expectations regarding modern slavery and human trafficking to our suppliers, requesting their commitment to the same values and principles. 4.3. We reserve the right to evaluate and audit our suppliers' compliance with our requirements and take appropriate actions in response to any identified modern slavery risks.
5. **Training and Awareness** 5.1. TDC3 provides training and awareness programs to our employees to ensure they understand the risks of modern slavery and their role in identifying and addressing such risks. 5.2. We encourage our employees to report any concerns or suspicions regarding modern slavery through our confidential reporting channels.
6. **Continuous Improvement** 6.1. TDC3 is committed to continuously improving our efforts to combat modern slavery. 6.2. We regularly review our policies, procedures, and due diligence processes to ensure their effectiveness and relevance. 6.3. We engage with stakeholders, industry peers, and relevant organizations to stay informed about best practices and emerging trends in combatting modern slavery.
7. **Reporting** 7.1. TDC3 will publish an annual Modern Slavery Statement to report on our progress and actions taken to address modern slavery risks. 7.2. This statement will be made publicly available on our website and other appropriate platforms.

Reconciliation Action Plan (RAP)

1. **Introduction** TDC3 is committed to reconciliation and promoting meaningful relationships, respect, and opportunities for Aboriginal and Torres Strait Islander peoples. This Reconciliation Action Plan outlines our commitment to reconciliation, our strategies for promoting inclusivity, and our goals for building stronger connections with the Indigenous community.
2. **Our Vision** TDC3's vision for reconciliation is to create a workplace and community where Aboriginal and Torres Strait Islander cultures, histories, and contributions are valued, respected, and celebrated. We strive for equity, meaningful partnerships, and opportunities for Indigenous peoples.
3. **Respect and Awareness**
 - 3.1. Cultural Respect: TDC3 acknowledges and respects the unique cultures, traditions, and knowledge systems of Aboriginal and Torres Strait Islander peoples. We are committed to promoting cultural understanding and avoiding cultural appropriation.
 - 3.2. Cultural Awareness Training: TDC3 will provide cultural awareness training for all employees to enhance their understanding of Aboriginal and Torres Strait Islander histories, cultures, and protocols.
4. **Employment and Career Development**
 - 4.1. Employment Opportunities: TDC3 is committed to providing fair and equal employment opportunities for Aboriginal and Torres Strait Islander peoples. We will actively encourage Indigenous job seekers to apply for positions within our company.
 - 4.2. Career Development: TDC3 will develop and implement strategies to support the professional development and career advancement of Aboriginal and Torres Strait Islander employees. This includes mentoring programs, training opportunities, and targeted support.
5. **Supplier Diversity and Economic Participation**
 - 5.1. Supplier Engagement: TDC3 will actively seek opportunities to engage with and procure goods and services from Aboriginal and Torres Strait Islander-owned businesses.
 - 5.2. Economic Participation: TDC3 will support and promote the economic participation of Aboriginal and Torres Strait Islander businesses through fair and equitable procurement practices.
6. **Community Engagement**
 - 6.1. Partnerships and Relationships: TDC3 will seek to build meaningful partnerships and relationships with local Aboriginal and Torres Strait Islander community organizations, businesses, and individuals.
 - 6.2. Community Support: TDC3 will actively contribute to the well-being and development of the Indigenous community through volunteering, sponsorships, and other forms of support.
7. **Education and Awareness**
 - 7.1. Reconciliation Education: TDC3 will provide ongoing education and awareness programs to our employees to foster understanding and respect for Aboriginal and Torres Strait Islander cultures, histories, and achievements.
 - 7.2. Public Awareness: TDC3 will use our platforms and channels to raise public awareness about reconciliation and promote positive narratives about Aboriginal and Torres Strait Islander peoples.
8. **Reporting and Accountability**
 - 8.1. Progress Tracking: TDC3 will establish mechanisms for tracking and reporting on our progress in implementing this Reconciliation Action Plan. Regular assessments will be conducted to ensure accountability and identify areas for improvement.
 - 8.2. Review and Evaluation: TDC3 will review and evaluate our Reconciliation Action Plan annually to ensure its effectiveness, relevance, and alignment with the needs and aspirations of the Indigenous community.

Social Procurement Policy/Plan/Strategy

1. **Introduction** TDC3 is committed to incorporating social procurement practices into our business operations. We recognize the power of procurement to create positive social impact and contribute to the well-being of our community. This policy/plan/strategy outlines TDC3's commitment to social procurement and our strategies for integrating social considerations into our procurement processes.
2. **Objectives** 2.1. Social Impact: TDC3 aims to leverage our purchasing power to generate positive social outcomes in the areas of community development, environmental sustainability, diversity and inclusion, and economic empowerment. 2.2. Supplier Engagement: TDC3 seeks to engage suppliers who align with our social values and demonstrate a commitment to ethical business practices, environmental responsibility, and social impact. 2.3. Collaboration: TDC3 will actively collaborate with suppliers, community organizations, and stakeholders to identify opportunities and implement initiatives that maximize our social impact through procurement.
3. **Social Considerations in Procurement** 3.1. Supplier Evaluation: TDC3 will consider social criteria, alongside traditional procurement considerations, when evaluating suppliers. This includes assessing their environmental practices, labor standards, diversity policies, and community engagement efforts. 3.2. Local Sourcing: TDC3 will prioritize sourcing goods and services locally to support the local economy and reduce environmental impacts associated with transportation. 3.3. Ethical and Sustainable Procurement: TDC3 will give preference to suppliers who adhere to ethical business practices, demonstrate environmental sustainability, and prioritize the well-being of their employees. 3.4. Social Enterprises and Not-for-Profit Organizations: TDC3 will actively seek opportunities to engage social enterprises and not-for-profit organizations as suppliers, where appropriate, to support their mission and contribute to positive social outcomes.
4. **Supplier Engagement and Development** 4.1. Supplier Diversity and Inclusion: TDC3 will actively seek to engage diverse suppliers, including minority-owned businesses, women-owned businesses, and social enterprises, to promote diversity and inclusion within our supply chain. 4.2. Capacity Building: TDC3 will support suppliers in developing their social and environmental capabilities by providing guidance, resources, and training opportunities. 4.3. Partnership and Collaboration: TDC3 will foster long-term partnerships with suppliers, encouraging collaboration on social initiatives and projects that create shared value.
5. **Monitoring and Reporting** 5.1. Tracking Social Impact: TDC3 will establish mechanisms for tracking and monitoring the social impact generated through our procurement activities. Key performance indicators (KPIs) will be identified to measure progress and success. 5.2. Reporting: TDC3 will regularly report on our social procurement initiatives and outcomes to internal stakeholders, clients, and the broader community, demonstrating our commitment to social responsibility and transparency.
6. **Continuous Improvement** 6.1. Review and Evaluation: TDC3 will review and evaluate our Social Procurement Policy/Plan/Strategy periodically to ensure its effectiveness, relevance, and alignment with our goals and values. 6.2. Stakeholder Engagement: TDC3 will engage with stakeholders, including employees, suppliers, community organizations, and clients, to gather feedback and insights that inform the continuous improvement of our social procurement efforts.

Supplier Diversity Policy

1. **Introduction** TDC3 is committed to promoting supplier diversity as an integral part of our business practices. We recognize the value of a diverse supply chain and the positive impact it has on our company, the community, and the economy. This policy outlines TDC3's commitment to supplier diversity and our efforts to promote the inclusion of diverse suppliers in our procurement process.
2. **Definition** 2.1. Diverse Suppliers: TDC3 defines diverse suppliers as businesses that are at least 51% owned, operated, and controlled by individuals who are women, minorities, veterans, LGBTQ+ individuals, persons with disabilities, or individuals from other underrepresented groups.
3. **Objectives** 3.1. Increase Supplier Diversity: TDC3 aims to increase the utilization of diverse suppliers in our procurement process. 3.2. Promote Economic Inclusion: TDC3 seeks to support the economic growth and development of diverse businesses by providing them with fair and equitable opportunities to participate in our supply chain. 3.3. Foster Innovation and Creativity: TDC3 recognizes that diverse suppliers bring unique perspectives and ideas, leading to enhanced innovation and creativity in our products and services.
4. **Implementation** 4.1. Supplier Outreach: TDC3 will actively seek out and engage with diverse suppliers through targeted outreach programs, networking events, industry associations, and business development resources. 4.2. Supplier Evaluation: TDC3 will evaluate potential suppliers based on their qualifications, capabilities, quality, cost competitiveness, and commitment to diversity and inclusion. 4.3. Supplier Development: TDC3 will provide support and resources to diverse suppliers to help them develop their capabilities and improve their competitiveness. 4.4. Reporting and Metrics: TDC3 will establish a system for tracking and reporting the utilization of diverse suppliers in our procurement activities. This data will be regularly reviewed to assess progress and identify areas for improvement. 4.5. Collaboration and Partnerships: TDC3 will collaborate with external organizations, community groups, and other stakeholders to enhance supplier diversity efforts and share best practices.
5. **Responsibility** 5.1. Management: The management team at TDC3 is responsible for implementing and monitoring the effectiveness of this policy. They will allocate necessary resources and provide leadership in driving supplier diversity initiatives. 5.2. Procurement Team: The procurement team will actively seek out diverse suppliers, assess their capabilities, and include them in the procurement process whenever possible and feasible. 5.3. Training and Awareness: TDC3 will provide training and education programs to employees involved in the procurement process to raise awareness about supplier diversity and promote its importance.
6. **Compliance** TDC3 expects all employees involved in the procurement process to adhere to this policy and support the company's commitment to supplier diversity. Failure to comply may result in appropriate disciplinary action.
7. **Review** This Supplier Diversity Policy will be reviewed periodically to ensure its continued relevance and effectiveness. Any necessary updates or improvements will be made accordingly.