

# company profile



**progressive**  
corporate





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3	4

- 1/ Planter storage
- 2/ Ambience workstation custom top
- 3/ Call centre ambience pods
- 4/ Ambience 33mm mounted screens

Progressive is an Australian owned and run business that has been manufacturing, designing and installing furniture for over 30 years. Our success is a result of delivering specific purpose-built solutions on time and budget. We control our own supply lines so keep a close eye on quality and avoid additional distributor margins to provide our clients with the best possible pricing, quality and service.

We have a large team of specialists in two key Divisions; Corporate and Dealership Solutions.

Our corporate division covers supply and installation of workstations and office furniture, to complete turn key fit out projects incorporating design, project management, building and fitment to completion.

Dealership Solutions offer a total service for multi franchise organisations requiring programmed roll-outs where we design, build and install furniture nationwide for some of the largest networks in Australia.

# design build & fit out

Progressive Corporate have been designing and building offices for over 30 years and have the experience to deliver projects on time and on budget every time. Our in-house design team will work with you to create balanced and aesthetic solutions for your space and people requirements and provide a total project managed plan from inception to completion.

- + Our licensed trades are all covered by relevant contractor's insurance
- + We arrange any necessary building permits
- + We design and provide plans and 3D renders for your project

**We provide one stop project management covering your fit-out requirements including:**

- + Fully qualified trades
- + Project management
- + Full layouts and design service
- + Large range or custom manufactured designs
- + Experienced professionals offer full support
- + Internal wall /partition construction
- + Electrical/Data
- + Plumbing
- + Floor coverings
- + Mechanical
- + More examples of the range and breadth of the company can be found at [www.progressiveoffice.com.au](http://www.progressiveoffice.com.au)





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# / dealership solutions

Progressive Corporate work with some of the largest dealership networks in Australia to offer a full point to point service.

Progressive work with our partners to design, manufacture, store, deliver and install the total loose furniture needs for networked dealers who require high quality consistent ranges of furniture.

## **The service includes:**

- + Design
- + Manufacture
- + Receipt and storage
- + Direct end user interface
- + Inventory management
- + Delivery
- + Installation





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3		4	5

- 1/ Reception
- 2/ Entry
- 3/ Work Stations
- 4/ Work Stations
- 5/ Breakout Area



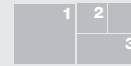
# / Bapcor

Bapcor is a publicly listed company owning brands such as Autobarn and Auto Pro.

They have recently completed their new head office and distribution centre in Tullamarine and Progressive was selected to provide the entire furniture fitout.

Integrating break out spaces , workstations, storage and soft seating, we have provided a truly inspiring environment for the employees to enjoy.

Massive open areas allow for social distancing while offering niche meeting areas in a casual environment. A world class café and outdoor social area top off this extraordinary fitout.



- 1/ Work Stations & Soft Wiring
- 2/ Kitchen
- 3/ Reception



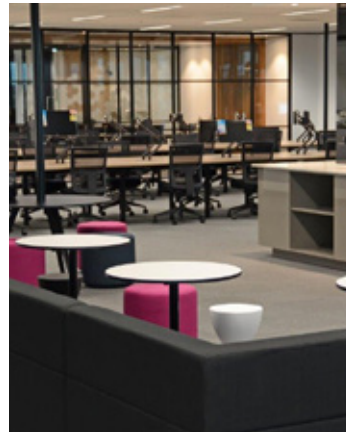
# / Victoria Police

Progressive hold the current Victoria Police contract for the supply of work stations and office furniture.

Altona police station has been completed and Progressive provided the furniture and installation, including soft wiring for 120 work stations.

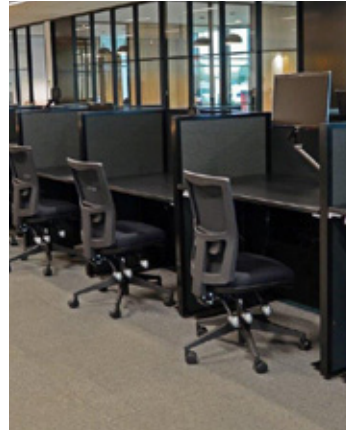
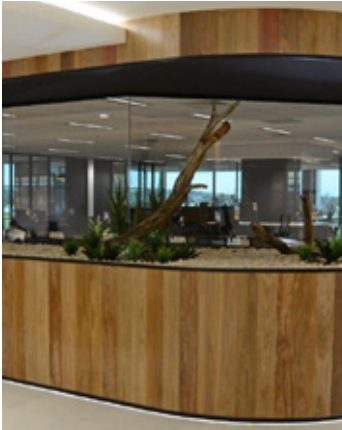
The project has a tight timetable and the works were completed and signed off on time and on budget.





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4	5	6	7

- 1/ Boardroom
- 2/ Reception
- 3/ Work and Meeting Areas
- 4/ Entry Area
- 5/ Offices
- 6/ Work Stations
- 7/ Coffee and Tea Area



# / Waterman Business Centre

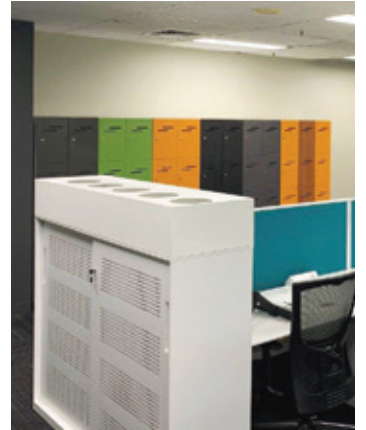
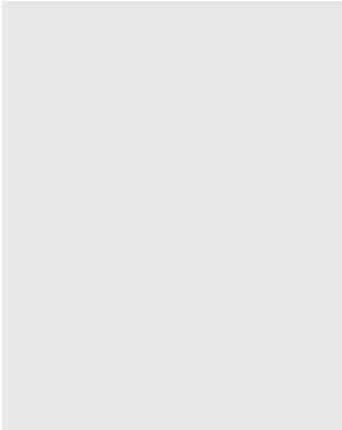
This new business centre concept was launched in Melbourne's south eastern suburbs with a brief to provide a communal working environment incorporating the latest in design and function. The combination of offices, breakout areas, privacy rooms and sit-stand desking were incorporated into an architectural environment which is practical and cost effective.





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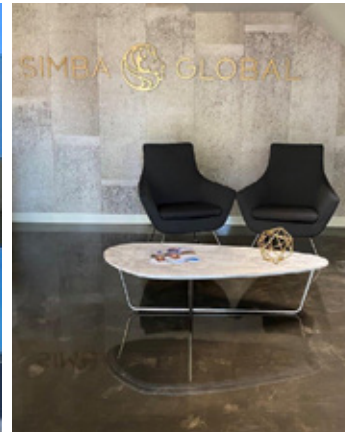
- 1/ Wall Graphics
- 2/ Work Stations
- 3/ Storage Solutions



# / Woolworths

Woolworths Mulgrave distribution centre has just been upgraded. Porgressive worked with the builders and Woolworths team to provide a bright, open and efficient work environment.

30mm Australian made screens integrate with twin motor electric height work stations, complemented with open breakout areas, provides the environment the customer had envisaged.



	1	2	
3	4		5

- 1/ Exterior Signage
- 2/ Reception Area
- 3/ Foyer
- 4/ Stationary Storage
- 5/ Work Stations and Offices



# / Simba Global

Many of our projects are refits of existing offices and Simba is a prime example of giving new life to a tired looking office. The old offices have been brought to life by painting the metal extrusion, the Terrazzo floors add the bling and the new workstations incorporating real timber legs are the centre piece.

Progressive work with the our clients from concept to finished installation and pride ourselves on providing options which are cost effective and stunning when completed.





1	2	
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- 1/ Exterior Signage
- 2/ Car Spec Boards
- 3/ Reception
- 4/ Waiting Area



# / Kia

The opening of the largest Kia Dealership in Australia was achieved on a very short timeframe. Progressive worked with the client and coordinated the trades to meet the deadline for the opening.

Progressive have been working with KIA for 5 years designing, manufacturing and installing furniture in over 120 of their dealership locations.



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- 1/ Exterior Signage
- 2/ Representatives Desk
- 3/ Reception
- 4/ Waiting Area



# / Hyundai

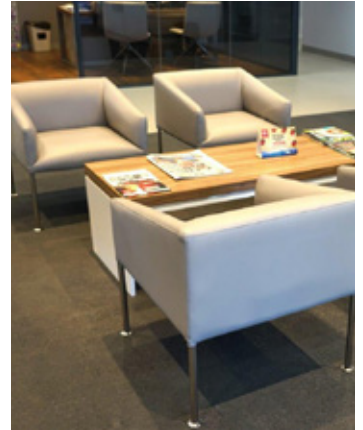
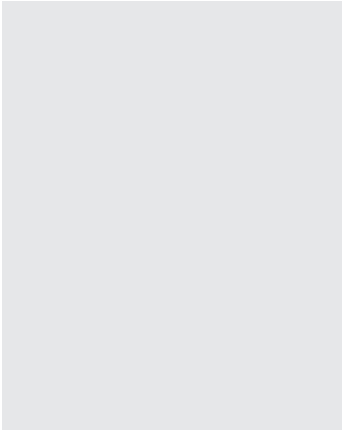
Progressive completed the design and prototyping of Hyundai Australia's new furniture package to roll out to 140 locations around Australia and New Zealand.





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- 1/ Exterior Signage
- 2/ Reception
- 3/ Waiting Area
- 4/ Customer Seating



# / Nissan Australia

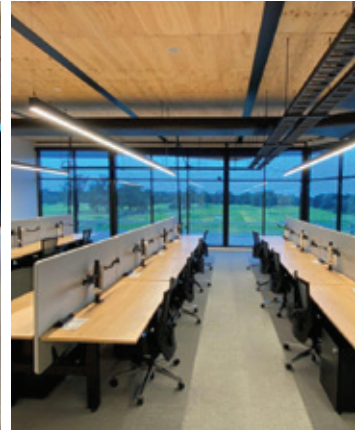
Progressive completed the design and production of Nissan Australia's Chairs for delivery and installation Australia wide, across 190 dealerships.

Additionally, Progressive are producing the complete front-of-house requirements for Infinity Australia.



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- 1/ Head Office
- 2/ Workstations with Breakout
- 3/ Boardroom
- 4/ Workstations



# / Professional Golf Association

## Head Office - Sandringham Golf Course

The PGA have built a new Facility incorporating administration, recreational and training facilities.

The task put to us was to design, supply and install all furniture elements. In conjunction with the architects Progressive developed a flowing ergonomic work space to support 115 people with electric height desks with a suite of user accessories to enhance comfort and performance.

A key element emphasised was the contemporary open look offering a casual environment in keeping with the activities the PGA is supporting.

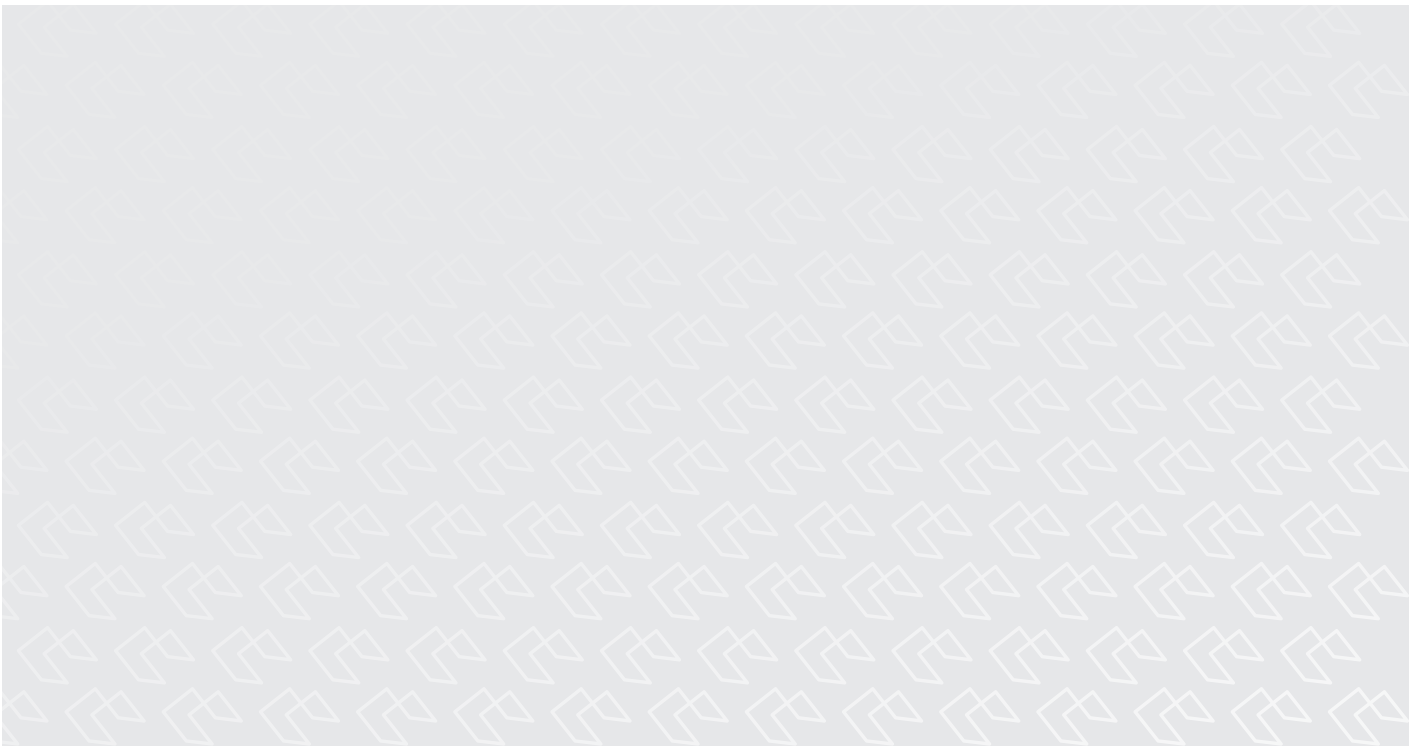
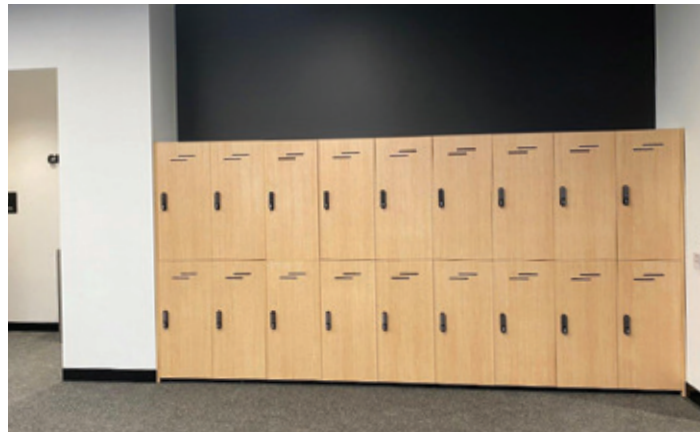
Other key elements included lockers, benches and casual seating.





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- 1/ Walkway
- 2/ Outdoors
- 3/ Central Office
- 4/ Meeting Room
- 5/ Lockers
- 6/ Washroom





# **/ corporate policy**



# / corporate policy

## Introduction

Progressive Corporate is committed to the provision of a fair, healthy and safe workplace in which everyone is treated with dignity and respect and in which no individual or group feels bullied, threatened or intimidated.

Bullying or harassment in any form is unacceptable behaviour and will not be permitted or condoned.

We recognise that bullying, and harassment can exist in the workplace, as well as outside, and that this can seriously affect workers' lives by detracting from a productive working environment and can impact on the health, confidence, morale and performance of those affected by it, including anyone who witnesses or has knowledge of the unwanted or unacceptable behaviour.

## Harassment

The intention of these procedures is to inform workers of the types of behavior that is unacceptable and to provide procedural guidance. We recognise that we have a duty to implement this policy and all workers are expected to comply with it.

Harassment is any unwanted physical, verbal or non-verbal conduct based on grounds of age, disability, gender identity, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation which affects the dignity of anyone at work or creates an intimidating, hostile, degrading, humiliating or offensive environment.

A single incident of unwanted or offensive behaviour can amount to harassment.

Harassment can take many forms and individuals may not always realise that their behaviour constitutes harassment. Examples of harassment include:

- + insensitive jokes and pranks
- + lewd or abusive comments about appearance
- + deliberate exclusion from conversations
- + displaying abusive or offensive writing or material
- + unwelcome touching
- + abusive, threatening or insulting words or behaviour.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against workers committing any form of harassment. Appropriate action in relation to an employee will include disciplinary action in accordance with the Organisation's disciplinary and disciplinary termination procedure. For other workers, appropriate action may include termination of their engagement with the Organisation.

## Bullying

Bullying is repeated, offensive, abusive, intimidating, insulting or unreasonable behaviour directed towards an individual or a group, which makes the recipient(s) feel threatened, humiliated or vulnerable. Note single incidents of bullying will not be tolerated.

Bullying can occur in the workplace and outside of the workplace at events connected to the workplace, such as social functions or business trips. Bullying can be a form of harassment and can cause an individual to suffer negative physical and mental effects.

Bullying can take the form of physical, verbal and non-verbal conduct. As with harassment, there are many examples of bullying, which can include:

- + abusive, insulting or offensive language or comments
- + unjustified criticism or complaints
- + physical or emotional threats
- + deliberate exclusion from workplace activities
- + the spreading of misinformation or malicious rumours
- + the denial of access to information, supervision or resources such that it has a detrimental impact on the individual or group.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of bullying. Appropriate action in relation to an employee will include disciplinary action in accordance with the Organisation's disciplinary and disciplinary termination procedure. For other workers, appropriate action may include termination of their engagement with the Organisation.

# / corporate policy

## **Reasonable management action taken in a reasonable way**

It is reasonable for managers and supervisors to allocate work and to give fair and reasonable feedback on a worker's performance. These actions are not considered to be workplace bullying or harassment if they are carried out lawfully and in a reasonable manner, taking the particular circumstances into account.

Examples of reasonable management action can include but are not limited to:

- + setting reasonable performance goals, standards and deadlines
- + rostering and allocating working hours where the requirements are reasonable
- + transferring a worker for operational reasons
- + deciding not to select a worker for promotion where a reasonable process is followed
- + informing a worker of their unsatisfactory work performance
- + meeting with a worker to discuss performance and/or conduct
- + informing a worker of their unreasonable or inappropriate behaviour in an objective and confidential way
- + implementing organisational changes or restructuring
- + taking disciplinary action including suspension or termination of employment.

## **Bullying and harassment complaint procedures**

### ***i) Informal complaint***

We recognise that complaints of bullying, harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

If you are the victim of minor bullying or harassment you should make it clear to the alleged bully or

harasser on an informal basis that their behaviour is unwelcome and ask the individual to stop. If you feel unable to do this verbally then you should hand a written request to the individual, and your confidential helper can assist you in this.

### ***ii) Formal complaint***

Where the informal approach fails or if the bullying or harassment is more serious, you should bring the matter to the attention of management as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the bullying or harassment so that the written complaint can include:

- + the name of the alleged bully or harasser
- + the nature of the alleged incident of bullying or harassment
- + the dates and times when the alleged incident of bullying or harassment occurred
- + the names of any witnesses
- + any action already taken by you to stop the alleged bullying or harassment.

On receipt of a formal complaint we will take action to separate you from the alleged bully or harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged bully or harasser to another work area or suspension of employees (with contractual pay) until the matter has been resolved.

The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation which will normally be within ten working days of the meeting with you, a report of the findings and of the investigator's decision will be sent, in writing, to you and to the alleged bully or harasser.



# / corporate policy

## General notes

If the report concludes that the allegation is well founded, appropriate action will be taken against the bully or harasser.

If you bring a complaint of bullying or harassment you will not be victimised for having brought the complaint. However, if the report concludes that the complaint is both untrue and has been brought with malicious intent, appropriate action will be taken against you. Appropriate action in relation to an employee will include disciplinary action in accordance with the Organisation's disciplinary and disciplinary termination procedure. For other workers, appropriate action may include termination of their engagement with the Organisation.

## Equity and diversity

As an equal opportunity employer, Progressive is committed to providing safe, inclusive and respectful workplaces, which are free from discrimination and harassment. Equal opportunity means that every person can participate freely and equally in areas of public life such as in the workplace, in education, or in accessing goods and services. Discrimination is treating, or proposing to treat, someone unfavourably or bullying them because of a personal characteristic protected by law.

Equal opportunity law aims to promote everyone's right to equal opportunities; eliminate, as far as possible, discrimination, sexual harassment and victimisation; and provide redress for people whose rights have been breached.

In Victoria, the main legislation which makes it unlawful to discriminate is the Equal Opportunity Act 2010. Other relevant Victorian laws are the Charter of Human Rights and Responsibilities Act 2006 and the Racial and Religious Tolerance Act 2001.

At the Commonwealth level, there is a range of legislation that provides for equal opportunity, including the Fair Work Act 2009, the Racial Discrimination Act 1975, the Sex Discrimination Act 1984, the Disability Discrimination Act 1992 and the Age Discrimination Act 2004.

Progressive's Equal Opportunity and Anti-discrimination Policy sets out the rights and responsibilities of employees and the Department in relation to equal opportunity. All Department employees are required to comply with the legislation and the Department's Policy. Managers are required to ensure that the Equal Opportunity and Anti-discrimination Policy, legislation and supporting principles and practices integration into appropriate workplace plans and activities.

## Reporting and Support

To report discrimination or harassment in our workplace or seek support, employees can speak with their manager.

Support is available to employees, and managers involved in reporting and managing a discrimination or harassment complaint, even after the matter has been resolved.

## A. Corporate Responsibility

### Policy brief & purpose

Our Corporate Social Responsibility (CSR) company policy refers to our responsibility toward our environment. Our company's existence is not lonely. It's part of a bigger system of people, values, other organizations and nature. The social responsibility of a business is to give back to the world just as it gives to us.

### What is corporate social responsibility?

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

### Scope

This policy applies to our company and its subsidiaries. It may also refer to suppliers and partners.

### Policy elements

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

Our company's social responsibility falls under two categories: compliance and proactiveness. Compliance refers to our company's commitment to

# / corporate policy

legality and willingness to observe community values. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment.

## **Compliance**

### **Legality**

Our company will:

Respect the law

Honor its internal policies

Ensure that all its business operations are legitimate

Keep every partnership and collaboration open and transparent

### **Business ethics**

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

Safety and fair dealing

Respect toward the consumer

Anti-bribery and anti-corruption practices

## **Examples of Corporate Social Responsibility**

### **Protecting the environment**

Our company recognises 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 using chemical substances. Stewardship will also play an important role.

### **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**

Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and will abide by all fair labor practices. We'll ensure that

our activities do not directly or indirectly violate human rights in any country (e.g. forced labor).

## **Proactiveness**

### **Donations and aid**

Our company 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**

Our company will encourage its employees to volunteer. They can volunteer through programs organized internally or externally. Our company may sponsor volunteering events from other organizations.

### **Preserving the environment**

Apart from legal obligations, our company will proactively protect the environment. Examples of relevant activities include:

Recycling

Conserving energy

Organizing reforestation excursions

Using environmentally-friendly technologies

### **Supporting the community**

Our company may initiate and support community investment and educational programs. For example, it may begin partnerships with vendors for constructing public buildings. It can provide support to nonprofit organizations or movements to promote cultural and economic development of global and local communities.

## **B. Social and environmental Policy**

### **Introduction**

At Progressive we aim to build ethical and sustainable practices into every aspect of our business, and we recognise the importance of managing our supply chain. This Supplier Code of Conduct aims to define standards for fair, safe and healthy working conditions and environmental responsibility throughout our supply chain.



# / corporate policy

Progressive seeks to work with suppliers who are committed to continuous improvement and who are moving forward on their sustainability journey from basic to leadership practices. The intent of this Supplier Code of Conduct is to share our principles and clearly communicate Progressive's expectations of our suppliers.

Progressive expect our suppliers to review this Code of Conduct and encourage them to ensure that their organisations and their extended supply chains comply with these principles, including: sub-suppliers, sub-contractors as well as permanent, temporary and agency workers whether they are salaried, hourly paid, legal young workers, part-time, night and migrant workers.

## **Our commitment and principles**

Progressive and its employees are committed to the following ethical standards and business practices:

Compliance with laws and regulations;

Socially responsible and sustainable practices;

Valuing and respecting all people and their diverse backgrounds and perspectives;

Commitment and practices to minimise environmental impacts; and

Acting responsibly to minimise risks to our: employees, customers, brand reputation, assets and information.

We expect our suppliers, and their respective supply chains, to share our values and adhere to these same principles which form part of our Supplier Code of Conduct.

## **Laws and regulations**

Suppliers are required to operate fully with relevant and all applicable laws and regulations of the countries in which they operate, including those at the federal, state/provincial and local community levels.

Progressive only seeks to partner with suppliers whom we consider reputable and whose business and labour practices conform to the requirements of applicable laws.

## **Human rights**

We expect that all suppliers to Progressive will be aware that human rights are universal and fundamental rights that preserve the inherent freedom, dignity and equality of all human beings. We expect all suppliers to:

Comply with international human rights laws and norms set out in the International Bill of Human Rights and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work.

Manage their operations and their own supply chain guided by the United Nations Guiding Principles on Business and Human Rights.

Ensure compliance with relevant laws affecting forced or involuntary labour, child labour, discrimination and security practices.

Ensure that company products, services or facilities are not used for human trafficking and/or labour or sexual exploitation.

Not use forced, bonded or involuntary labour so that, for example, workers are free to leave after their shift ends, or to resign from their employment after giving reasonable notice.

Allow freedom of association and collective bargaining for workers to join or form trade unions of their own choosing and to bargain collectively.

## **Labour practices**

We expect suppliers to:

Provide fair pay and working conditions for employees, including meeting minimum wage requirements and compensation.

Provide fair working hours, leave, adequate rest periods and legally mandated benefits relevant to the country in which they operate.

Make provision for parental and carers leave as required by law.

# / corporate policy

## **Work health and safety (WHS)**

At Progressive we are committed to ensuring the health and safety of our employees, customers, contractors or visitors. We require Progressive suppliers to:

Comply with all legal responsibilities under applicable legislation of the country in which they operate;

Provide workers with a safe and clean working environment meeting the legal requirements of the country in which they operate, with appropriate training to perform their jobs safely; and

Take a proactive approach to health and safety by implementing policies, systems and training designed to prevent accidents, injuries and protect workers health.

## **Community**

Progressive is proud to contribute to the communities in which we live and work. We aim to create partnerships with some of Australia's leading community organisations who support important social and environmental issues. At Progressive we encourage Suppliers and their employees to get involved in local, social and environmental community charities by volunteering their time or providing other types of support.

## **Diversity, equal employment opportunity (EEO) and anti-discrimination**

At Progressive we respect all people, leveraging diverse backgrounds, experiences and perspectives. We expect our Suppliers to:

Have EEO, anti-discrimination and anti-harassment policies in place which meet or exceed requirements of any relevant laws where their product is made or service delivered.

Ensure hiring practices are based on an individual's ability to do the job and are not based on personal characteristics including, but not limited to gender, ethnic origin, age, religious beliefs or practices, family responsibilities, parental status, marital status, pregnancy, disability, sexual orientation, identity and physical appearance.

Be committed to establishing a culture of respect and inclusion through valuing and respecting all forms of diversity including within their own supply chain.

## **Supplier diversity**

Progressive is committed to developing a supplier list which reflects our diverse customer base and offers a wide range of perspectives and capabilities. The suppliers we seek to engage, include: indigenous-owned businesses, women-owned or led businesses, disability enterprises and social enterprises.

## **Child labour**

Suppliers must not employ workers younger than the greater of 15 years of age; or 14 where the local law allows such exception consistent with International Labour Organisation Guidelines; or the age for completing compulsory education or the minimum age established by law in the country of manufacture. Juvenile workers (ages 15-17) shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to comprise their health, safety or morals.

## **Forced/slave labour or human trafficking**

Suppliers must not use involuntary or forced/slave labour. Progressive will not allow forced or involuntary labour whether in the form of prison labour, indentured labour, slave or bonded labour. Overtime hours must be voluntary. Migrant workers should be provided with contracts, treatment and wages that equal those of local workers.

## **Harassment or abuse**

Suppliers must treat all workers with respect and dignity. No workers shall be subject to corporal punishment, physical, sexual, psychological or verbal harassment or abuse. In addition, Suppliers will not use monetary fines as a disciplinary practice.

## **Non discrimination**

Suppliers must ensure that no person shall be subject to any discrimination in any aspect of their employment relationship, including: recruitment, hiring, training, working conditions, job assignments, pay, benefits, promotions, discipline, termination, or retirement, on the basis of: (but not limited to) gender, race, ethnicity, social origin, religion, age,



# / corporate policy

national origin, political opinion, family responsibilities, parental status, marital status, pregnancy, disability, sexual orientation, identity and physical appearance. Discrimination in employment is strictly prohibited.

## **Freedom of association**

Suppliers must recognise and respect the right of employees to exercise lawful rights of free association, including joining or not joining any association. All Suppliers must develop and implement effective, respectful and transparent communications between employees to resolve any internal employee grievance and disputes.

## **Wages and benefits**

We expect our suppliers to compensate their workers and pay wages which equal or exceed the minimum wage required by local law and providing legally mandated benefits. Every worker has a right to compensation for a regular work week that is sufficient to meet the worker's and their family's basic needs and provide some discretionary income.

In addition, Suppliers must compensate employees for overtime hours at such a premium rate as is legally required in the country of manufacture. In those countries where such laws do not exist, the overtime hours must be compensated at a rate exceeding the regular hourly compensation rate by at least 125%.

## **Hours of work**

Suppliers must ensure that their workers are not required to work more than the limits on regular and overtime hours allowed by the laws and regulations in the country in which they manufacture. In extraordinary business circumstances, workers shall not be required to work more than 60 hours per week (including overtime). Except in extraordinary business circumstances, all workers shall be entitled to at least one day off in every seven-day period. All overtime work shall be consensual, and employers shall not request overtime hours on a regular basis.

## **Health and safety**

Suppliers must provide their workers with a clean, safe and healthy work environment, designed to prevent accidents and injury to health arising out of or occurring during the course of work. Suppliers

are required to comply with all applicable, legally mandated standards for workplace health and safety in the countries in which they operate.

## **Women's rights**

Suppliers will ensure women workers receive equal treatment in all aspects of employment. Pregnancy tests will not be a condition of employment, and pregnancy testing, to the extent provided, will be voluntary and the option of the worker. In addition, workers will not be forced to use contraception.

## **Environment**

Progressive is proactive in measuring and reducing our environmental footprint, with the aim of procuring products and services that have the least possible negative environmental impact. We expect that our Suppliers will:

Meet all relevant local and national environmental protection laws, regulations and standards as well as strive to comply with international environmental protection standards.

Actively manage the environmental impact of their operations, and take responsibility for minimising the negative impact of their products and services throughout their life cycle.

## **Animal welfare**

Suppliers must respect animal welfare and work progressively towards adopting healthy and humane practices towards animals based on best available practices, technology and standards.

## **Traceability**

Progressive and our Suppliers are jointly responsible for ensuring social and environmental responsibility and the integrity of our product content claims. Transparency and traceability are key to achieving this at all levels of our supply chain. Progressive requires suppliers to understand and monitor their impact at all levels of their supply chain. When requested, Suppliers are expected to be transparent with information requested relating to the products and services they provide to Progressive.

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## **Intellectual property, fair competition and trade controls**

Suppliers shall respect intellectual property rights of Progressive and other third parties. Any transfer of technology and knowhow must be handled in a manner that protects intellectual property rights. Suppliers must conduct their business in full compliance with anti-trust and fair competition laws, and disclose information regarding business activities, structure, financial situation and performance in accordance with applicable laws.

Suppliers must comply with all applicable laws and regulations relating to sanctions, export, re-export, import and trade controls (including, laws and regimes enacted by Australia, the UN, the US and the EU).

## **Privacy**

Progressive's Privacy Policy outlines our privacy commitment and explains how we collect, use, disclose and protect our customers' personal information. Privacy is a non-negotiable part of how we work.

Suppliers must apply adequate data privacy and security protection to protect the personal information of our customers and employees from authorised access, use and disclosure. Suppliers who collect, use, store or have access to our customers' personal information must have adequate processes and procedures in place to monitor compliance with applicable privacy laws and contractual obligations to Progressive.

## **Social media**

In using social media, whether in an official or personal capacity, suppliers must adhere to the following principles and must not:

Disclose or refer to any information through social media that relates to Progressive, its stakeholders, employees or that is confidential, proprietary or privileged;

Speak disparage or adversely about Progressive, or its stakeholders, employees or customers.

Bully, harass or make discriminatory remarks about Progressive's stakeholders, employees or customers

speak on behalf of Progressive or imply that they are speaking on behalf of Progressive without obtaining the necessary authorisation from Progressive.

Suppliers must exercise caution when using social media, keeping in mind that once content is uploaded onto a social media site it becomes public information freely available to everyone and potentially permanent.

## **Sub-contracting**

Progressive Suppliers must not use sub-contractors for any products or services provided to Progressive without our written approval and only after the sub-contractor has agreed to comply with this Supplier Code of Conduct.

## **Code communication**

Progressive have a responsibility to shareholders to ensure its entire supply chain adheres to the principles outlined in this Supplier Code of Conduct. We are committed to also helping our Suppliers comply with the Code and in turn, expect our Suppliers to require their own suppliers to comply with the Code. We encourage our suppliers to:

Communicate this Code of Conduct to their own organisation as well as their supply chain, so that all are aware of, and comply with this Code.

Proactively work with their own suppliers to ensure the principles within this Code are met.

Demonstrate a willingness and commitment to comply with this Code of Conduct.

## **Monitoring and compliance**

Progressive reserve the right to carry out regular assessments of the practices of our suppliers to ensure alignment with this Code of Conduct. This may include self-assessment by Suppliers, or a request for additional information, or site visits. Progressive also reserve the right to audit our suppliers. We expect Suppliers to:

Respond in full and be open and honest in response to any requests for information; and

Complete an agreed corrective action plan until a satisfactory level of improvement is reached should any breaches or shortcomings regarding the Code be identified.



# / corporate policy

## **Amendments and reaffirming the code of conduct**

Progressive from time-to-time may revise or amend this Code of Conduct. In turn, Suppliers may be asked to read and confirm their understanding of this Code of Conduct.

## **C. Product Stewardship Commitment**

Progressive Corporate are committed to ensuring the policies and principles of full life cycle product management are core to our overall responsibilities as a manufacturer and re seller.

The first step is to focus on a products useful life span to ensure we produce a product that maximises the initial inputs. This is followed up by providing services to refurbish products where possible and appropriate for a customer's needs. This can include re-upholstery to chairs and screens or replacing melamine tops onto workstation frames.

Progressive understand we have a corporate responsibility and need to be actively conscious of this in respect to social and environmental concerns. This responsibility extends past the warranty periods and as a result our Stewardship options include the following.

### **Stewardship Options:**

1. Products sold by Progressive corporate have the option of being refurbished allowing for re use by the existing customer or on sold to new customers
2. Disassembly of products at the end of their life cycle and where possible re use of components. This is particularly relevant to metal workstations where they are structurally sound and may just need a re powder coat.
3. Disassembly of products at the end of a products life cycle and where applicable the materials sent for recycling. Workstation screens are a great example as the aluminum frames are an excellent material to recycle.
4. Donating product to charitable organisations in existing condition. Progressive have a strong relationship with several not for profit organisations.

### **Stewardship Conditions:**

1. Customers are responsible for the full costs associated with disassembly and removal of the products.
2. All costs associated with refurbishment of product being returned to the customer are the customer's responsibility.
3. Customers are responsible for clearing of the areas where product is to be collected, this includes make safe of electrical and data cabling. Progressive can provide these services if required.
4. Any donations of product are discussed with the customer and agreed in writing.

Progressive are committed to continuously improve its Product Stewardship program and meet all industry and government policies and procedures

# / clients



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# design build & fit out





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