

Spartan School Supplies ETHICAL SOURCING POLICY

At Spartan, we strive to produce great products using innovation, creativity and excellent craftsmanship. At the same time, we are conscious of the environmental and social impacts of our business. Taking practical measures to be a good corporate citizen has long been a core value at Spartan. This includes evaluating all aspects of the products we supply and striving to eliminate any negative environmental and social impacts.

From a product sourcing perspective, we work closely with our factories and ensure they are aware of our Ethical Sourcing Policy before we engage with them.

Below is a list of Spartan product categories and their country of manufacture:

| Product Category | Country of Manufacture |
|------------------|------------------------|
| Bags | China |
| Accessories | China |
| Hats | China |
| Formal Hats | Taiwan |
| Clothing | China |
| Socks & Hosiery | Australia & China |

Our Ethical Sourcing Policy consists of 11 elements:

1. LIVING WAGES ARE PAID

All employees are paid a fair living wage, not lower than the minimum amount set by local law/jurisdiction or set by a collective bargaining agreement. A living wage allows employees to meet basic human needs and permit some discretionary spending.

2. FAIR WORKING HOURS

The hours worked by all employees shall not exceed the maximum specified in local law/jurisdiction.

3. PAID OVERTIME

All employees must be paid for overtime worked and the hourly rate must be above the minimum set by local law/jurisdiction.

4. NO FORCED LABOUR

The factory and any related subcontractors will not use any form of involuntary or forced labour.

5. NO CHILD LABOUR

The factory and any related subcontractors cannot employ any workers under the minimum age specified by the local jurisdiction/region.

6. NO DISCRIMINATION, ABUSE OR HARRASSMENT

No form of discrimination, abuse or harassment will be permitted in the workplace.

7. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

All employees must be afforded the right of union membership, employee association and collective bargaining.

8. SAFE AND HYGIENIC WORKING CONDITIONS

The factory and associated subcontractors will respect the health of all employees by offering a safe and hygienic workplace, free from potential hazards and unhealthy conditions.

9. SAFE RAW MATERIALS

The factory and associated subcontractors will ensure it does not use any unsafe or banned raw materials in the production process.



10. COMPLIANCE WITH LOCAL ENVIRONMENTAL LAWS

Respect must be shown to the environment. Compliance to local environmental laws must be maintained, including correct disposal of chemicals, wastage and emissions.

11. NO BRIBERY OR CORRUPTION

Ethical business dealings must be maintained. The use of bribes or any corrupt practices by management or employees will not be allowed.

Every factory we engage to produce Spartan branded products must show evidence in the form of an annual independent audit performed by a widely recognized compliance standard such as, but not limited to:

- Worldwide Responsible Accredited Production (WRAP)
- China Quality Certification (CQC)
- The Business Social Compliance Certificate (BSCI)
- International Organization for Standardization (ISO)



In cases where a manufacturer fails to meet any of our 11 element standards, a time frame is specified for the factory to take the necessary corrective action.

If none of the above recognized certifications are met (due to the small size of a factory or the niche product they produce) we work closely with factory management to ensure certain minimum benchmarks are met.

LOCAL ASSOCIATION

CARBON OFFSETTING

Since 2015 we have offset the carbon emissions of our entire company vehicle fleet with Greenfleet. So far, our offset equates to 608 tonnes! As well as offsetting greenhouse gas, this action is helping to improve water quality, reduce soil degradation and provide an essential habitat for native wildlife.



COMMUNITY PARTICIPATION

Management encourages employees to actively participate in our local community. Managers, employees and their families annually volunteer their time to participate in Clean Up Australia Day and local tree planting days.

These programs have brought about more active engagement from head office/warehouse employees and resulted in new initiatives such as compost bins for all food scraps, our own company vegetable garden and a large increase in recycling, including all soft plastics and e-waste.