

OT Group Limited Supply Chain Labour Rights Commitment

OT Group Limited (OTG) is committed to respecting labour rights and the ETI Base Code in our supply chain. The ETI Base Code is an internationally recognised code of good labour practice that is founded on the conventions of the International Labour Organisation (ILO). It covers nine key areas: employment is freely chosen, freedom of association and the right to collective bargaining are respected, working conditions are safe and hygienic, child labour shall not be used, living wages are paid, working hours are not excessive, no discrimination is practised, regular employment is provided, and no harsh or inhumane treatment is allowed.

Primary human rights have an impact on labour rights within OTG's operations and supply chains. The Responsible Sourcing Code of Practice (RSCOP) sets out OTG's expectations of suppliers on issues such as pay, working hours, child labour, worker rights and representation.

We believe that respecting labour rights and the ETI Base Code is not only a moral duty but also a business imperative. We recognise that our reputation and success depend on the trust and confidence of our customers, suppliers, employees, and other stakeholders. We also acknowledge that improving labour standards in our supply chain can enhance productivity, quality, and innovation.

Therefore, we are committed to:

- Adopting the ETI Base Code as our own code of conduct for our supply chain.
- Communicating our code of conduct to all our suppliers and requiring them to comply with it.
- Monitoring and auditing our suppliers' performance against our code of conduct and taking corrective actions when necessary.
- Providing training and capacity building for our suppliers and workers to improve their awareness and implementation of our code of conduct.
- Engaging with trade unions, NGOs and other stakeholders to promote dialogue and collaboration on labour rights issues.
- Reporting on our progress and challenges in implementing our code of conduct and the ETI Base Code.

We are proud to be a foundation member of the Ethical Trading Initiative (ETI), a leading alliance of companies, trade unions and NGOs that promotes respect for workers' rights around the globe. We are committed to following the ETI Principles of Implementation, which provide guidance on how to integrate ethical trade into our core business practices ².

We welcome feedback and suggestions from anyone who has an interest in or is affected by our supply chain activities. We believe that by working together, we can make a positive difference in the lives of workers and their communities.

This statement and its requirements apply to:

- OT Group companies supply chains, including Office Depot, Spicers, OfficeTeam, ZenOffice Ltd and OT Group goods-not-for resale supply chains (both goods and services)

- Charity partners from whom OT Group procures services or donates to
- OT Group's own operations
- For the purpose of this statement, 'supplier' means the entire supply chain behind every product and service.
- All the services related to the production, distribution and selling of the products and services.

Signed on Behalf of OT Group Ltd

Andrew Jones – Group CEO

Date: June 2023