



Global IT Factory Social Responsibility Policy

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1 Purpose

This policy statement has been developed to clarify the intention Global IT Factory in contributing to the necessary business operation and customer solutions that will achieve a prosperous and sustainable future.

2 Scope

This policy applies to all business activities within Global IT Factory.

3 Applicability

This policy is applicable to all employees and contractors within Global IT Factory in all its operations and functions, including those situations where employees are required to work offsite.

4 Abbreviations & Acronyms

Provide a definition for terms, abbreviations and acronyms used throughout this policy document:

Term/Abbreviation	Definition
AS/NZS	Australian Standard / New Zealand Standard
AS/NZS ISO 14001:2004	A published version in the year 2004 of the international environmental management standard, which incorporates a number of key elements designed to help organisations manage, control, and report on their environmental performance.
EMS	Environmental Management System
GITF	Global IT Factory Pty Ltd.
ISO	International Organization for Standardisation

5 Policy Statement

Global IT Factory is committed to providing a sustainable future that involves balancing economic, social, intellectual and environmental development. This policy seeks to ensure a culture where we continually reduce our environmental footprint and act in a socially responsible and ethical manner in regard to our various operations. These principles form part of Global IT Factory's objectives and decision making processes for all management and employees while delivering value to our clients and shareholders.

This commitment reaches further than compliance with the law to incorporate environmental protection into Global IT Factory's business decisions.

Global IT Factory's Social Responsibility Policy encompasses the following key areas:

Our Environment

- Global IT Factory is committed to reducing any harmful effect that we may have on the environment by managing our use of resources, such as water, energy, fuel and paper, by working with our suppliers and service providers to ensure efficiencies in all our offices.
- Internally, we minimise energy consumption and paper wastage by promoting the maximum use of electronic communication and data management, paper and photocopy toner cartridge recycling and regular servicing of office equipment. For example, we limit our internal communications to email and our intranet.
- Global IT Factory promotes and applies working from home practice, this ensures we minimise our business environmental impact.
- We have established a separate Environmental Management Policy to further elaborate our commitment to sustainability.

Our People

- We have great people at Global IT Factory, with strong people practices, leadership and culture, with competitive advantages for us and also benefits to all our employees.
- We are proud of our commitment to apply fair labour practices while respecting the national, state and local government laws of the regions and communities where we live and operate. We are committed to providing equal opportunity in all aspects of employment. We do not engage in or tolerate unlawful workplace conduct, including discrimination, intimidation, bullying or harassment.
- We ensure fundamental human rights which are fair and equitable by actively promoting equal opportunity, equality and diversity irrespective of race, ethnic or national origins, gender, sexuality, disability, marital status and religious belief through our policies, employee training, recruitment and management practices.
- Global IT Factory invests in our employees by offering on-the-job learning, training, individual mentoring, manager and leadership coaching, regular performance reviews, external training and networking opportunities.
- Global IT Factory is ensuring that our solutions and services are state of the art and employees have the skills and training necessary to work effectively.

Our Community and Our Stakeholders

- Global IT Factory strives to understand and respect the cultural values and laws where we operate. We actively support initiatives in those communities where our employees live and work.
- This commitment is visible in our contributions of financial, equipment and volunteer support. We encourage our employees to contribute time and energy in leadership and other roles in community organisations.
- We have established coherent Policies, Registers, Statements and Handbook such as Applicable Regulations and Laws Register, Employee Handbook, Workplace Health & Safety Policy, Modern Slavery Statement, etc. to further support our commitment to social responsibility.

This policy statement is available to all Global IT Factory employees and the public.

6 Exemptions

None

7 Policy Owner

John Pham, Chief Executive Officer.

Document Control

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Approvals

Title	Name	Date of Approval
Chief Executive Officer	John Pham	01/07/2025

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