

## VirtualStaff 365 - Modern Slavery and Contractor Wellbeing Statement

VirtualStaff365 is a leading Australian outsourcing specialist, providing businesses with remarkable solutions and talented internationally located staff to resolve business challenges.

While we are not required to report under the *Modern Slavery Act 2018*, we believe that all businesses have a responsibility to respect human rights in their operations and supply chains. It is of the upmost importance to us to ensure that the contractors we engage to assist clients are not subject to any conditions that would constitute modern slavery, and that we have sustainable processes in place to ensure that they are working under appropriate conditions.

VirtualStaff365 goes beyond merely mitigating the risks of serious exploitation, we strive to ensure the ethical and responsible treatment of contractors.

We are committed to the wellbeing of our contractors and to ensuring that they are paid appropriately and have good working conditions. As part of this commitment, we engaged an expert independent consulting firm to critically examine our current practices and recommend improvements. This assessment did not identify any risks of modern slavery in our business practices whatsoever. In addition, we decided to take further steps, and introduced new processes, to ensure that we have a sustainable framework to prevent any risk of modern slavery and safeguard the wellbeing and working conditions of our contractors. In practical terms, this includes the following actions.

### Contractor workload:

- We have systems in place to regularly check weekly hours worked by our contractors and send daily reports to our clients detailing hours worked by each contractor.
- If hours are exceeding normal working hours, we contact our contractors and clients to ensure that there are legitimate business reasons for the longer hours and that the contractors are happy to do the extra work and are paid accordingly.

### Contractor working conditions and welfare:

- We do virtual check-ins with our contractors to ensure they have safe working conditions.
- Particular care and more frequent checks are given to new contractors within their first year.
- We require our clients to speak with contractors on video chat at regular intervals and communicate with us if they have concerns around that contractor's working environment or welfare.

### Fair remuneration:

- We ensure that all of our contractors are paid well above the legal minimum wage and we routinely check minimum wage requirements to ensure that staff are remunerated fairly.
- Under our new Services Agreement, our contractors are entitled to set paid public holidays as well as paid annual leave.
- We initiated Christmas bonus schemes as well as health insurance initiatives for the prolonged wellbeing of our contractors, effective for all new clients from 1 March 2021.

### Prevention of exploitation of minors:

- Our contractors agree contractually not to delegate work so they cannot subcontract to a minor.
- Before on-boarding a new contractor, we conduct identity checks to ensure the contractor is of legal working age.
- As we consider the importance of this, we are also placing an obligation on our clients to notify us if they suspect that anyone other than the contractor might be completing the work.

For more information about our services, please contact [info@virtualstaff365.com.au](mailto:info@virtualstaff365.com.au) or call (03) 8842 4300