

Date: December 2019

CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY

Corporate Social Responsibility (CSR) refers to the way in which businesses regulate themselves in order to ensure that all their activities positively affect society as a whole. CSR policies aim to guarantee that companies work ethically, considering human rights as well as the social, economic and environmental impacts of what they do as a business. Businesses should meet, and aim to exceed, any relevant legislation, and if legislation does not exist in an area, the company should ensure they carry out best practices.

Headland's vision is the enablement of growth of our customers manufacturing business, with Headland as their independent advisor. Machinery, technology, and automation are our focus. Headland's goal is to improve customer manufacturing efficiency, through innovative solutions and expanded capabilities. Our vision is to help our customers embrace innovation with leading software and world class machine technology.

Headland Machinery, it's owners, employees and related companies are committed to ensuring that all business undertakings are conducted ethically by adhering to the following principles and policies.

Looking after Employees

To retain loyal and productive staff, it is vital to maintain a good working environment. **Accordingly, Headland deploys a highly active human resources policy that fosters the quality of the social climate and life at work. We maintain HR policies ensuring compliance as a minimum to all State and Federal obligations as well as setting policy and procedure in relation to:**

- The health and safety of our workplaces though work practices that support the needs of all employees including compassionate and personnel development leave opportunities
- Our commitment to ensuring we provide diversity in our workplace and equal opportunities to all our employees.
- The provision of regular staff training, appraisals and personal development assessments.
- Remuneration and benefits that are comparable and competitive with industry benchmarks.

**ENABLING
INNOVATION.**

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Looking after Customers

Headland helps our customers become more successful. We have helped manufacturers access innovative, world-class machine tools for 70 years. Our machinery brands are the world's most reputable.

To achieve this the company maintains:

- Sales, Service and Operational policies.
- World-class Enterprise Resource Planning.
- Project management software and systems that enable the following practices.
- Deliver and commission advance machinery systems consistent with customer specification and expectations using:
 - Skilled global supplier trained, and certified engineers committed to both the companies and our customers safety, quality and service standards and
 - Adopts project management practises that meet and ensure final commissioning customer acceptance on every machine installation.

Suppliers' Standards

Headland seeks out and works with good suppliers and maintains strong working relationships with them. Our supplier selection criteria encompass and assesses each new suppliers CSR, Financial, Quality and Safety record.

Protecting the Environment

Headland recognises the importance reducing the environment impact that our business activities may have.

Our internal practises and actions demonstrate:

- A commitment to and monitoring of waste reduction, re-use and recycling.
- Adoption of water and energy saving measures.

Community Engagement

Headland actively encourages and supports local communities through:

- Sponsorship of or monetary donations to local charities, sports clubs, societies, youth

- groups, community centres.
- Support local charities etc. by donating time i.e. staff participation in volunteering days.
- Supporting the surrounding community by employing local people.

Measurement

Headland is proud to be an Australian owned, operated, multi-generational, family company.

As a result, these CSR initiatives are embedded in our corporate values through the company's

- Employment processes, policies and employee performance assessment practices.
- Operational and Project Management procedures and
- Customer engagement and Sales interaction and communication systems.

We regularly monitor and assess our endeavours and successes in all these areas and through the adoption of a continuous improvement mindset Headland aims to expand and stay abreast of social, regulatory and global trends in this area.

Our company's open-door policy ensures all employees are encouraged to speak out and contribute to the company's CSR endeavours and initiatives.