

Fellowes Chain of Responsibility (CoR) Policy

(Version 1.0 November 2021)

Fellowes (Australia) P/L (hereafter referred to as Fellowes) is a consignor of consumer and business products to various industry sectors across Australia and New Zealand. Fellowes is committed to ensuring the health and safety of its employees and trusted business partners including the requirements of the Chain of Responsibility (CoR) laws.

Fellowes is committed to doing all that is reasonably practicable to comply with the CoR laws, focussing on the following key areas applicable to our role as a consignor within the supply chain:

Load Restraint

- Ensuring loads are properly secured to transport equipment (e.g. pallets), that vehicles are loaded safely and appropriate restraints are applied prior to the vehicle leaving our facilities.

Mass Management

- Accurate and timely load information is available to our employees, transport partners and customers.

Fatigue Management and Speeding

- The delivery and scheduling requirements of Fellowes and our receiving customers do not encourage or require our contracted drivers and transport partners to speed or breach legal requirements for work/rest hours.

Drugs & Alcohol

- Immediate reporting of any instances where drivers or operators are suspected to be under the effects of alcohol or drugs.

Equipment Maintenance

- Ensuring all equipment used in the loading and unloading of vehicles is properly maintained and fit for purpose.

Training & Reporting

- Ensuring that systems and resources are available and that Fellowes staff are appropriately trained in:
 - The use of equipment used in the loading and unloading of vehicles.
 - Monitoring our supply chain partners for compliance.
 - Processes for reporting, investigating and correcting any concerns or incidents.

Partnerships

- Where the transport of goods is contracted out to 3rd party providers, ensuring they have appropriate systems in place for complying with the CoR laws.

Responsibilities

- The Fellowes Supply Chain Manager is responsible for the implementation of the CoR processes and procedures within the Fellowes business and to drive employee awareness of CoR through training and education.
- Fellowes Occupational Health and Safety Committee has an overarching responsibility to review the CoR implementation within Fellowes and to undertake investigation of all incidents (including near misses) and to recommend changes to the business as required.

Fellowes Australia Pty Ltd (Fellowes)	
Signature:	
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Office:	Managing Director
Date:	13/11/2021