

HCi Professional Services Pty Ltd

Voluntary Modern Slavery Statement

For 2021 financial year

(This voluntary statement has not been and will not be submitted to the ABF).

The reporting entity

HCi Professional Services Pty Ltd operates from an office in Sydney, but provides services across Australia and New Zealand. Our ACN is 108307955 and our ABN is 52108307955.

We provide specialist human resources, mainly on a time and materials basis, and mainly in technical writing, instructional design, bid writing, quality assurance, change management and related areas.

Structure, operations and supply chains

The company is 100% owned by the Cohen family through a trust structure, and the directors are Phil Cohen, Myfanwy Cohen, Rhys Cohen and Meredith Cohen, who are all also trust beneficiaries.

We have a total of 12 office staff, split into two teams:

- Sales team
- Resourcing team

The sales team contacts clients and potential clients, and the resourcing team maintains our extensive database of contract staff, and communicates with them.

Our clients are predominantly blue-chip Australian and International companies.

At any given time we have around 80 contractors working through us for our clients. The vast majority of these contractors are resident in Australia or New Zealand, although we may occasionally use overseas staff for some functions.

Our supply chain is simple: we engage contract workers in Australia and provide their services to our clients in Australia.

Like any other business, we have minor inputs to the running of our office, including stationery, telecoms, electricity, etc. Our five top suppliers for these services for FY21 were as follows:

- Matthew Lepouris Limited (office rental)
- icare (Worker's Comp insurance)
- Centrix Solutions (IT support)

- Turner Freeman (lawyers)

Although none of these organisations has lodged a MSS, we have no reason to suspect that any of them engage in or encourage slavery. We have zero tolerance for any supplier or potential supplier who supports, or allows, slavery in any part of their supply chain.

Licenses

We hold Labour Hire licenses in a number of States (see <https://www.hci.com.au/government-panel-contracts/> for an up to date list), and it is a requirement for most of these that we are free of any suspicion of slavery, unfair work practices or criminal activity or connections.

Risks of modern slavery

Within our own operations the risk of modern slavery is effectively nil. We pay all of our contractors well above any possible award rate, and we know them all personally, having reference checked them and interviewed them.

There are two risks that we have identified:

- Australian suppliers
- Overseas labour

Australian suppliers

It is conceivable that a supplier of our normal office requirements (power, phones, stationery, insurance, etc) may use slaves in some part of their supply chain. As we buy these things mainly from local suppliers, we think this risk is low.

Overseas labour

If we used overseas outsourcing organisations to provide labour to us (and we have been approached by them in the past) then we might run the risk of engaging in slavery through that provision. We think that risk is low, given that the nature of the services we provide relies completely on native- or near-native-English language proficiency at a white collar professional level.

In fact, the reason we have rejected outsourcing proposals in the past (regardless of the risks of slavery) was that overseas outsourcing organisations are generally not capable of providing the kinds of people that we provide to our clients.

Actions taken, including due diligence and remediation

We have developed a set of internal procedures for procurement which requires a consideration of the risks of modern slavery in

dealing with the supplier. Where this risk is determined to be greater than 'low' we will not buy from that supplier.

Our internal procedures also specify that we do not buy outsourced services from any supplier unless they can assure us that they are not using slavery in any part of their production or supply chain. That assurance will normally involve their development and registration of an MSS like this one.

Effectiveness

Our management team will undertake an annual review of the effectiveness of these actions before updating this MSS each year.

Consultation

There are no related entities.

Other relevant information

If you have any questions regarding this statement, please contact Phil Cohen at the phone number or email provided at www.hci.com.au

Approval

Approved 6Oct2021 by



Phil Cohen, Director