

Portfolio Promo – Responsible Sourcing Policy

Corporate Social Responsibility

Corporate Social Responsibility refers to a company's commitment to operate in a way that benefits society and its resources. A commitment that is over and above any legal or statutory requirements and one that is not governed by a business's bottom line. At Portfolio it is one of our core values and an integral part of our daily operations.

Quality

Whilst many promotional products may look the same, not all are created equally. At Portfolio, we are committed to maintaining the highest quality standards and only work with manufacturers whose values align with our own.

- Portfolio Promo is a member of APPA (The Australian Promotional Products Association) and is bound by the APPA Code of Conduct and APPA Constitution. 90% of complaints APPA receives are from companies who have bought promotional products from a NON-APPA member.

Safety

Safety is an intrinsic part of our products' quality and value. From design to delivery, our commitment to applying the highest standards of safety. We believe our responsibility extends beyond the mandatory testing, risk assessments and quality procedures expected. Working closely across the supply chain allows us to maintain full transparency and ensure safer working conditions.

- Portfolio Promo is a member of the Australian Promotional Products association (APPA). We are committed to honouring and abiding by the Ethical and Responsible Codes of Conduct. We keep regularly updated with product safety laws and regulations, noting any tests required to meet Australian standards.

Fairness

Treating people fairly is critically important to the team at Portfolio Promo. We believe it is our social responsibility to ensure respect amongst our team, fair labour conditions in our supply chain and responsible business practices with our customers.

- Portfolio Promo will only engage with suppliers who provide fair and legal pay rates and conditions. We will not be complicit in human rights abuse and

violation. We will not participate in forced labour, child labour or unlawfully cheap labour. We will engage in fair trade and comply with all applicable laws and regulations.

- Portfolio Promo is a member of APPA. APPA is a proud founding member of the International Federation of Promotional Product Associations (IFPPA) and promotes International Labour Standards (ILS), Corporate Social Responsibility Standards (CSR), professionalism, ethics and communication throughout the world within the multibillion dollar promotional industry.

Sustainability

The promotional products industry is one that is associated with volume and waste. We are doing our part to reduce our impact on the environment and carbon footprint. We aim to pursue sustainable practices across the supply chain, from design to delivery. Our commitment to sustainability is about finding a way we can fulfil our needs, without undue consumption of natural resources or impact on the environment.

- We encourage our clients to talk to us about sustainably-sourced products and to value the merit of quality/longevity in addition to cost.
- We use recyclable or biodegradable packaging where possible.
- We show preference for products free from hazardous ingredients and those not sourced from environmentally sensitive regions.
- We support suppliers who implement processes that encourage sustainable environmental protection. We'll inform you exactly where your goods are coming from, who is making them and what they are made of.
- We have removed the use of single-use plastics in the office (bottles/bags/straws) where possible, rely on recyclable office products where possible and pursue paperless initiatives wherever possible

By working with a trusted supplier like Portfolio Promo you not only mitigate any risk to your reputation, but you can rest assured your end product will have been responsibly made.