

Community Policy

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1. PURPOSE OF POLICY

GoodWolf's purpose is to guide organisations and their communities to invest in a stronger, fairer and more sustainable civil society. Deep respect for our community is embedded in our approach. They are the ultimate beneficiaries of our clients, and the ultimate focus of our work.

The purpose of this policy is to provide guidance as to how GoodWolf interacts and engages with our community, enabling GoodWolf to uphold the organisation's values and principles as they engage with the community.

2. APPLICABILITY & SCOPE OF POLICY

The policy applies to all employees and sub-contractors of GoodWolf Partners Pty Ltd.

3. OUR COMMUNITY PRINCIPLES

GoodWolf commits to the following principles and practices:

- GoodWolf is committed in principle, policy, and practice to maintaining an environment which prohibits discriminatory behaviour and provides equal opportunity for all persons.
- As a service provider, and alongside our commitment to non-discriminatory practices in employment or client service, GoodWolf seeks out and considers the needs and feedback of the community that are the proposed beneficiaries of our client's work.
- With respect to First Nations peoples, we will make explicit acknowledgements to their stewardship of the land on which we meet at appropriate meetings of stakeholders and community. We will also acknowledge the Uluru Statement From The Heart and the importance of including the voice of the First Nations community in our parliament in our email signatures. At the appropriate time, GoodWolf will also endeavour to undergo the first stage of a Reconciliation Action Plan ('RAP') process
- We also seek to ensure our work, and where possible our project governance, is reflective of the diversity of the stakeholders involved and affected by the work we conduct.
- GoodWolf operates in transparent, fair and inclusive manner. We commit to meaningful engagement that enhances and continuously builds trust with our community reflective of our values of: alchemy, connection, essentialism and delight.
- We will respect the time and commitment our community invests in engaging and interacting with GoodWolf as we work collectively to build a stronger, fairer and more sustainable civil society. GoodWolf will actively listen and engage in dialogue which is supportive of our community realising its aspirations.

4. OUR COMMUNITY COMMITMENTS

GoodWolf will allocate appropriate resources to support the needs of stakeholders, including those driving change for under-represented stakeholders in our community, and seeking to ensure our methods and outcomes are culturally appropriate, safe and accessible for all.

This includes:

- Advisory Committee
 - GoodWolf has appointed an Advisory Committee comprising select representatives from its target market, major client groups and social and environmental issues that form a material

part of its work.

- The Advisory Committee meets on a biannual basis with GoodWolf management to explore questions of strategy, engagement, practice in ways that will help GoodWolf amplify its impact in line with its purpose.
- The current schedule of Advisory Committee appointees is in **Appendix 1**.
- Profit Allocation
 - GoodWolf makes an annual allocation of its net profit to a community fund called the 'GoodWolf Foundation' managed by the Port Phillip Community Foundation. This will be the fund through which GoodWolf makes its community donations each year, and manages its employee matching gifts.
 - As a target, GoodWolf will ensure the company's aggregate donations, including matched staff giving, reach at least **3% of net profits of the preceding financial year**.
- Volunteering
 - GoodWolf will provide the opportunity, and encourages, its contractors and employees to participate in Board and Community roles of for-purpose organisations, or other activities such as mentoring .
 - GoodWolf encourages its contractors and employees to track and record the hours of volunteering and civic work on a quarterly basis. This may include an individual offering their services, skills, and experience within the designated hours to perform an agreed task without conflict of interest to the fee-for-service work provided by GoodWolf. Any possible conflicts of interest of this work will be openly declared to GoodWolf management.
 - GoodWolf tracks and reports on this volunteering work on a quarterly basis, by number of organisations/entities/individuals and total number of hours, as recorded by XERO in a dedicated project code.
- Matched Giving
 - GoodWolf provides the opportunity for its employees to participate alongside a community giving fund which will be used to support community impact projects.
 - As mentioned above, employees will be offered the opportunity for a fixed matched giving amount per financial year for a charity registered with the ACNC, and this will be matched by GoodWolf through the dedicated GoodWolf Fund managed by the Port Phillip Community Foundation.
- GoodWolf Story
 - Towards the end of each calendar year, GoodWolf publishes its activities in the form of an annual 'Story', including mention of our community report tracking all donations, matched gifts, volunteer hours and environmental tracking.

5. PROCUREMENT

At GoodWolf, we believe that we can further our purpose of creating a fairer, stronger and more sustainable civil society in how we contract services. By managing the inclusion and impact through our supply chain we can both participate in the more responsible procurement of services, as well as signal to the market the importance of these values.

Going forward, we will seek out the following key characteristics in terms of selecting suppliers and services which are set out in a Supplier Questionnaire in **Appendix 2** in addition to the quality and value of the services provided:

- Social purpose businesses, and BCorps;

- Women-led businesses;
- Small and medium enterprises that have inclusive hiring policies;
- Businesses that track their environmental impact and act to reduce environmental harm and contribute to solutions;
- Businesses that explicitly strive for gender equity; and
- Social enterprises that are financially stable.

As a guide. The UN Global Compact, as outlined in **Appendix 3**, sets out the 10 principles for responsible business practices.

We review our suppliers on an Annual Basis (at the beginning of each calendar year in February) to refresh our understanding of our suppliers .

6. RESPONSIBILITY & IMPLEMENTATION OF POLICY

This policy is the responsibility of all sub-contractors and employees of GoodWolf Partners Pty Ltd. This policy is implemented as of the effective date below, which is also the last date of the review.

7. EFFECTIVE DATE

This policy was last reviewed on 13 February 2023

This policy is effective as at 13 February 2023

Draft v3

8. APPENDIX 1. GOODWOLF ADVISORY COMMITTEE

The GoodWolf Advisory Committee meets twice per year/joins GoodWolf Team on its quarterly strategy meetings.

At the time of this review, appointees currently include the following:

- Silvia Regos, GoodWolf Business Coach
- Richard Blundell, Cognizant

9. APPENDIX 2. SUPPLIER QUESTIONNAIRE

We will send the following Supplier Questionnaire out to all (i) existing and (ii) prospective suppliers as part of a RFP or biannual audit process.

The survey link will be sent to the most senior individual responsible/relationship with GoodWolf, and will be recorded on our database against Key Suppliers, and the answers will also help GoodWolf in its procurement practices.

“GoodWolf is very proud to work with you/looks forward to working with you”

As part of our supplier due diligence, and to ensure our suppliers are aligned with our mission to responsible and sustainable business practices, we would like to understand a little more about your own ownership structure, policies to address diversity and sustainability, and how you affect your own due diligence to engage suppliers that act responsibly and sustainably for a stronger, fairer and more sustainable planet. Thanks in advance for your help and engagement.

Simon Lewis

Partner

GoodWolf

Company Name: {COMP}

Your Role: { }

1. *Is the company a locally owned business located near _____? (within a 200 radius of our main facility.)*
 - **a. Not Sure b. No c.**
2. *Is the company a small, independently owned business?*
3. *Does the company have BCorp or social enterprise status, or does it have an expressly stated purpose beyond just making profit?*
4. *Is the company majority owned by women, ethnic minorities, people with disabilities, and/or individuals living in low or moderate-income communities?*
 - **a. Not Sure b. No c. Yes**
5. *Is the company’s core facilities located in low or moderate-income communities? (Low or moderate income communities are defined as those whose median family income is 80% or less of that of the region. For domestic suppliers: To determine whether or not a company is located in a low or moderate income neighborhood, please visit: <http://www.ffiec.gov/Geocode/default.aspx>)*
 - **a. Not Sure b. No c. Yes**
6. *Do any of the products sold by COMP meet any specific social or environmental standard (eg. Recycled steel, FSC certified rubber products, etc.)? OR has the company itself met a specific social or environmental standard?*
 - **a. Not Sure b. No c. Yes** (please specify which product and what certification or characteristic)
7. *Please describe the company’s efforts to monitor and manage its environmental impact*
 - Policy In place **{YES, NO}**

- Policy Date {DATE}
- Description of Policy { }

8. Which of the following applies in your company policy with {YES, NO}:

- We are in the process of considering our future social and environmental efforts
- We use at least 10% renewable energy as a workforce at business {and at home}
- We recycle water on site or used close-loop or other water recovery systems
- We monitor relevant greenhouse gas, ozone depleting, toxic air and toxic water emissions
- We have implemented initiatives to decrease greenhouse gas, ozone depleting, toxic air, and/or toxic water emissions
- We actively buy carbon offsets for any transport-related emissions
- We participate in circular or sharing economy initiatives (e.g. car share)
- We actively use public transport when available and convenient
- We monitor and measure waste production annually
- We have implemented initiatives to reduce or divert waste from landfills

Please describe any of the initiatives above in detail to help us understand further { }

10. APPENDIX 3. UN GLOBAL COMPACT ON RESPONSIBLE BUSINESS PRACTICES

While many potential frameworks exist to establish expectations for responsible business practices, perhaps none are as generally relevant and widely accepted as the core principles of the United Nations Global Compact. Companies can also be formal signatories to the compact, enabling one level of verification of supplier's commitments to the principles included. The ten principles are:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges; Principle 8: undertake initiatives to promote greater environmental responsibility; and Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.