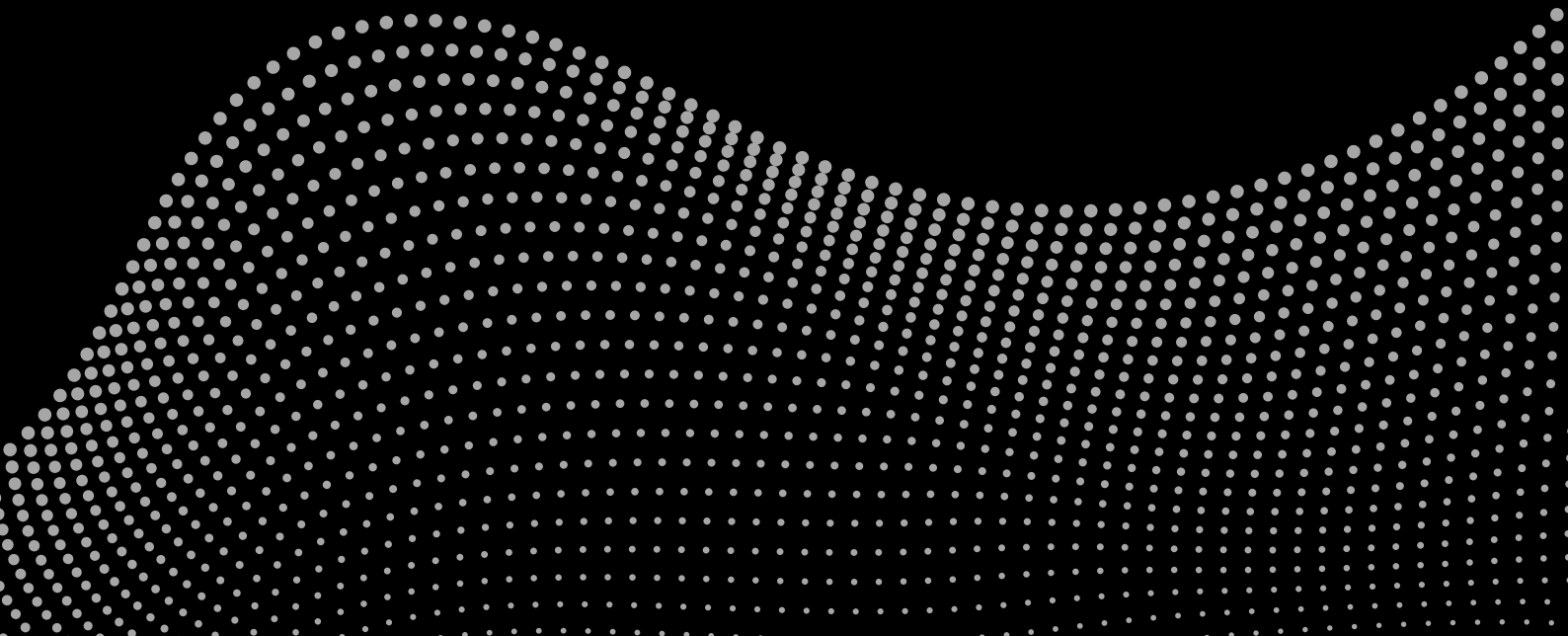




HUMAN RIGHTS POLICY



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1. Our Commitment

Highlight Security is committed to respecting internationally recognised human rights and promoting responsible business practices across our operations, employment arrangements, workplace relations, supply chain, anti-corruption activities and environmental responsibilities.

This policy establishes the standards expected of Highlight Security's directors, managers, supervisors, workers, contractors and business partners. Compliance will be supported through appropriate policies, training, risk assessments, reporting arrangements and corrective or disciplinary action where required.

In developing this policy, Highlight Security has considered the principles, standards and legal requirements reflected in:

- The **Universal Declaration of Human Rights**;
- The **United Nations Guiding Principles on Business and Human Rights**, including the Protect, Respect and Remedy framework;
- The **International Labour Organization Declaration on Fundamental Principles and Rights at Work**;
- The **United Nations Global Compact Labour Principles**;
- The **OECD Guidelines for Multinational Enterprises on Responsible Business Conduct**; and
- The **Modern Slavery Act 2018 (Cth)**.

These remain recognised frameworks for responsible business conduct and the protection of human and labour rights.

2. Scope

This policy applies to all Highlight Security Directors, managers, supervisors, employees, casual workers, contractors and subcontractors.

Suppliers and other business partners are also expected to act consistently with the principles of this policy when providing goods or services to Highlight Security.

3. Guiding Principles

Highlight Security recognises that every person is entitled to be treated with dignity and to live and work free from fear, exploitation, discrimination, harassment and abuse.

In accordance with internationally recognised human rights principles, Highlight Security seeks to respect and protect rights including:

- The right to life, dignity, liberty and personal security.

- The right to physical and mental health.
- The right to privacy.
- Freedom of thought, conscience and religion.
- Freedom of opinion and expression.
- The right to participate in cultural life.
- Freedom from discrimination, bullying, harassment, sexual harassment and abuse.
- The right to work and access appropriate education and training.
- The right to fair and favourable working conditions.
- Freedom from forced, compulsory or bonded labour.
- Freedom from the worst forms of child labour.
- Freedom of movement.
- Freedom of association and the right to collective bargaining.
- The right to appropriate rest and leisure.
- Freedom from torture or cruel, inhuman or degrading treatment or punishment.

4. Policy Objectives

Highlight Security aims to conduct its business and manage its workforce in a manner consistent with recognised human rights principles.

Human rights considerations will be supported through the company's operational, employment, workplace health and safety, procurement, conduct and complaints-handling arrangements.

Through this policy, Highlight Security will seek to:

1. Continually develop and improve its approach to protecting the human rights of workers, contractors, clients, suppliers and other persons affected by its operations.
2. Review business practices, policies and procedures to identify and address actual or potential adverse human rights impacts.
3. Take reasonable steps to avoid entering into or continuing relationships with clients, suppliers, contractors or other businesses whose practices are inconsistent with this policy.
4. Assess suppliers and contractors according to the level of risk associated with their activities and require appropriate corrective action where concerns are identified.
5. Comply with applicable local, state and Commonwealth laws relating to employment, workplace conduct, discrimination, safety, privacy, modern slavery and other recognised human rights.
6. Prohibit corruption in all forms, including bribery, extortion, fraud and other improper business practices.
7. Provide, so far as reasonably practicable, a workplace that is healthy, safe and without risks to the health and safety of workers and contractors.
8. Respect the rights of workers and contractors to freedom of association, collective bargaining and constructive workplace consultation.
9. Take reasonable steps to prevent forced labour, compulsory labour, debt bondage, human trafficking and the worst forms of child labour within its operations and supply chain.
10. Maintain zero tolerance for unlawful discrimination, bullying, harassment, sexual harassment, sex-based harassment, conduct that creates a workplace environment that is hostile on the

ground of sex, victimisation and abuse throughout recruitment, employment, deployment, promotion, training and workplace management.

11. Take reasonable and proportionate steps to eliminate, as far as possible, sex discrimination, sexual harassment, sex-based harassment, workplace environments that are hostile on the ground of sex and related victimisation.
12. Promote equal opportunity, diversity, inclusion and gender equity throughout the organisation.
13. Encourage open and respectful communication with workers, contractors, clients, suppliers and communities regarding human rights concerns.
14. Communicate its human rights expectations and provide appropriate information about the policies and processes supporting this commitment.

5. How We Operate

Highlight Security recognises that a human rights policy is only effective when its principles are reflected in everyday conduct and decision-making.

The company will incorporate human rights considerations into its operations by:

1. Establishing and communicating clear expectations through policies, procedures, inductions and training;
2. Promoting a workplace culture based on dignity, fairness, respect and consideration; and
3. Encouraging concerns to be reported openly and addressing identified human rights impacts promptly and appropriately.

6. Maintaining a Human Rights Focus

Highlight Security recognises that its operations, workforce arrangements, client requirements and supply chain may change as the business develops.

The company will periodically review and improve its practices to ensure they remain appropriate and effective. A consistent and risk-based approach will be taken to identify, assess and address actual or potential human rights impacts within Highlight Security's operations and business relationships.

Highlight Security will maintain its commitment by:

- Developing practical methods for identifying and assessing human rights risks.
- Considering human rights matters when preparing training and induction materials.
- Incorporating human rights principles into relevant company policies and operational procedures.
- Reviewing concerns, incidents and complaints for emerging risks or recurring issues.
- Escalating and addressing adverse human rights impacts promptly.
- Implementing corrective action where company standards have not been met.

7. Responsibilities and Accountability

Directors and Management

Highlight Security's Directors and management are responsible for:

- Approving this policy and any future amendments.
- Providing overall direction and oversight of the company's human rights commitments.
- Ensuring appropriate policies, reporting arrangements and controls are implemented.
- Reviewing significant human rights concerns and determining appropriate corrective action.
- Seeking external professional advice where specialised assistance is required.

Managers and Supervisors

Managers and supervisors are responsible for:

- Communicating this policy to workers under their direction.
- Promoting professional, fair and respectful workplace behaviour.
- Identifying and escalating actual or potential human rights concerns.
- Responding appropriately when complaints or concerns are raised.
- Ensuring workers are not disadvantaged for honestly reporting a concern.

Workers and Contractors

All workers and contractors are expected to:

- Conduct themselves consistently with this policy and all other applicable Highlight Security policies, procedures and standards of conduct.
- Treat colleagues, clients, contractors and members of the public with dignity and respect.
- Follow applicable employment, safety, anti-discrimination and workplace conduct requirements.
- Report suspected human rights violations, misconduct or unethical behaviour.
- Cooperate with any investigation or corrective action process.

Responsibility for upholding human rights is shared by everyone working for or on behalf of Highlight Security.

8. Internal Reporting

Workers and contractors are encouraged to report any conduct or circumstance that breaches, or may reasonably appear to breach, this policy.

A person does not need to have complete evidence before raising a concern. Reports made honestly and in good faith will be taken seriously. Information will be shared only with persons who reasonably need it to assess, investigate or resolve the matter, or where disclosure is required by law.

Concerns may be reported to:

- The worker's immediate supervisor or manager;
- Any Highlight Security Director or manager who is not involved in the matter; or
- Highlight Security administration at **admin@highlightsecurity.com.au**.

Where a concern relates to a Director or the person who ordinarily receives reports, it may be raised with another Director who is not involved in the matter.

Reports will be acknowledged and assessed promptly. Where an investigation is required, it will be conducted fairly and within a reasonable timeframe, having regard to the nature and complexity of the matter.

Highlight Security prohibits retaliation, victimisation or disadvantage against any person who honestly reports a concern or participates in an investigation.

Nothing in this policy prevents a person from seeking assistance from a union, legal adviser, regulator, police or another appropriate external authority.

9. Reports from External Parties

Clients, suppliers, subcontractors, workers, members of the public and other external parties may report conduct that breaches or appears to breach this policy by contacting:

Email: admin@highlightsecurity.com.au

Telephone: 0430 072 103

Reports will be treated seriously and handled confidentially to the greatest extent reasonably possible.

A person may request that their identity remain confidential. Highlight Security will not disclose the person's identity without consent unless disclosure is reasonably necessary to investigate the matter, protect another person or comply with a legal obligation.

Where appropriate, Highlight Security may engage an external adviser or investigator to assist with serious, sensitive or complex allegations.

10. Breaches of This Policy

Conduct that is inconsistent with this policy may result in action including:

- Counselling, additional instruction or training;
- Corrective or remedial action;
- Formal disciplinary action;
- Removal from a client site or assignment;
- Termination of employment or engagement;
- Suspension or termination of a supplier or contractor relationship; or
- Referral to a regulator, law-enforcement agency or other appropriate authority.

The action taken will depend on the seriousness and circumstances of the conduct and any applicable legal or contractual requirements.

11. Document Review

This policy has the full support and commitment of Highlight Security's Directors and management.

It will be reviewed at least every two years to ensure it remains relevant and effective. An earlier review may be undertaken following legislative changes, significant complaints or incidents, changes to company operations or the identification of new human rights risks.

Signed:



Name:

Ertaza Arif

Title:

Managing Director

Date:

1 August 2026



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