

5th colour.
compliance kit.

print
comm
logist

5th Colour. Compliance Kit

Acknowledgement of Country 5th Colour acknowledges the Traditional Custodians of the land on which we work and live. We pay our respects to Elders past and present, and recognise their ongoing connection to country, culture, and community.

This document outlines the ethical, legal, and operational standards followed by 5th Colour Print Management. While operated by a sole trader, the business applies professional-grade diligence across all areas of service. This includes responsible sourcing, fair treatment, quality assurance, and transparency – values we bring to every client interaction and supplier partnership.

It includes:

- Ethical standards
- Supplier & QA procedures
- Health, safety & inclusion
- Environmental efforts
- Privacy policy
- Terms & Conditions
- Insurance & business info

1. Ethical Standards & Modern Slavery Policy

5th Colour Print Management has zero tolerance for any form of modern slavery, human trafficking, or exploitative labour. We assess suppliers not only on quality and cost but on their alignment with ethical labour practices. Suppliers are expected to comply with the Australian Modern Slavery Act 2018 (Cth) and demonstrate transparency within their own supply chains. If we identify any violations or risks within our supplier network, we will act immediately to suspend or terminate those relationships.

- Legal Compliance – Suppliers must comply with the Australian Modern Slavery Act 2018 (Cth).
- Transparency – Suppliers are expected to demonstrate clear visibility into their own supply chains.
- Immediate Action – Any identified violations or risks result in immediate review and may lead to suspension or termination of the relationship.

2. Supplier Management & Quality Assurance

Suppliers are selected based on their reliability, ethical standards, and print capabilities. We regularly monitor performance metrics such as turnaround times, product quality, responsiveness, and consistency. Each print job undergoes a structured QA process – including file checks, print proof approvals, and supplier liaison from production to delivery. If errors or quality issues occur, we coordinate reprints or replacements as needed to protect client outcomes.

We select suppliers based on reliability, ethical standards, and technical capability. Our QA process includes:

- Pre-production file checks
- Proof approval with the client
- Liaison with suppliers from production through delivery
- Coordinated reprints or replacements where quality issues arise

3. Health, Safety & Workplace Conduct

Although 5th Colour operates remotely without a physical workplace, we work closely with couriers, production facilities, and contractors who interact with job sites and delivery locations. All parties are expected to follow safe work practices during pickup, delivery, or site access. While we don't control third-party OH&S policies directly, we favour suppliers who maintain strong safety records and workplace compliance. In the event of an on-site issue or injury related to our print delivery, we will support investigations and accountability.

We expect:

- Compliance with safe work practices
- Strong OH&S track records from our suppliers
- If an on-site incident occurs in connection with our work, we support investigations and ensure accountability.

4. Respect, Inclusion & Anti-Harassment Standards

Respect and professionalism are at the core of how we operate. We do not tolerate discrimination, harassment, or exclusionary behavior in any form — whether during project discussions, supplier dealings, or client communication. We are committed to inclusive business practices, respectful language, and creating a safe and welcoming professional environment for all clients, partners, and collaborators.

5. Environmental Awareness & Sustainability

Sustainability is a key consideration in supplier selection and print recommendations. Where possible, we encourage the use of recycled paper stock, soy-based inks, and carbon-neutral delivery options. We favour suppliers who adopt low-waste production methods and reduce unnecessary overprinting. Our mission is to help clients achieve high-impact print outcomes without unnecessary environmental cost.

We actively promote sustainable print practices, including:

- Recycled or FSC-certified paper
- Soy-based inks where possible
- Carbon-neutral delivery options
- We favour suppliers using low-waste production methods and avoid unnecessary overprinting.

6. Privacy & Data Handling Policy

We collect only necessary client information (name, email, business contact details) for quoting and job management purposes. Data is stored securely using platforms such as Gmail, Google Drive, and Xero — all of which use encrypted access. We do not share or sell any personal or business data. Clients can request a copy of their stored data or request deletion at any time. Our website may use analytics tools to track anonymous usage patterns and improve functionality — no personal information is collected.

7. Terms & Conditions of Engagement

All quotes provided are valid for 14 days unless otherwise stated. For larger jobs, a 50% deposit may be required upon approval. Clients are responsible for reviewing and approving artwork proofs. If changes are made after approval, additional charges may apply. We are not liable for third-party delays, courier errors, or print issues not present in the approved proof. Final payment is due upon completion of the project unless otherwise agreed. Clients are encouraged to raise any concerns promptly so issues can be resolved efficiently.

- Quotes valid for 14 days unless otherwise stated
- Deposits of 50% may apply for larger jobs
- Clients are responsible for proof approvals – changes after approval may incur costs
- Not liable for third-party delays or courier errors
- Final payment is due upon completion unless otherwise agreed

8. Business Information & Insurance Summary

Business Name: 5th Colour Print Management

ABN: 21764 198928

Business Structure: Sole Trader, registered in Victoria, Australia

Established: October 13th, 2011

Public Liability Insurance: Yes – Certificate of Currency available upon request

Professional Indemnity Insurance: Not applicable due to business nature, but consultative liability is covered via clear agreements and client approvals.

This Compliance Kit is available to all clients and stakeholders to provide transparency and assurance in how we operate with our clients, stakeholders, the public and suppliers.

For questions, supporting documentation or further details: Please contact Corey Taylor directly at: corey@5thcolour.com.au