



Satellite Office Modern Slavery Statement FY27



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Satellite Office Voluntary Modern Slavery Statement

Introduction

This Statement is made by Satellite Office Pty Ltd (ACN 164 419 103), on behalf of itself and its related bodies corporate (together “**Satellite Office**”, or “**we**”)

Modern slavery is defined in the Modern Slavery Act 2018 (Cth) and includes situations of exploitation that may include trafficking in persons, slavery, slavery-like practices (including forced labour, forced marriage, and debt bondage) and the worst forms of child labour (as defined in Article 3 of the ILO Convention (No. 182)), and any form of involuntary practice enforced upon a certain individual against their own free will (“**Modern Slavery**”). Modern Slavery can occur in every industry and sector. It is also often linked to other crimes and activities that adversely impact human rights, such as corruption and environmental damage. Across our supply chain, we aim to ensure that we and our business partners operate with respect for human rights.

Our Organization

Satellite Office is a premium offshore services provider building dedicated teams in the Philippines for businesses across the world. We have an experienced multi-national leadership team based across Australia, the Philippines, and the USA with significant experience in the Business Process Outsourcing (BPO) industry as well as in dealing with global clients and businesses of all scales. We always keep communication lines open and ensure transparency, so our clients are up to date about business operations in the Philippines. Our employee base to-date is in excess of 2,000 full time employees located across Australia, the Philippines, and the USA. Our supply chain supports all areas of our business with a wide range of goods and services, including workspaces, equipment, systems, and various supplies.

Our Policies

Satellite Office is committed to mitigating the risk of Modern Slavery occurring in our business operations and supply chain and seeks to ensure that the organization, its employees, and suppliers are not conducting or promoting the practice of Modern Slavery. As such, Satellite Office has adopted its own **Anti-Slavery Policy** that encompasses the entire business of the company, its employees, partners, and suppliers. This is further supplemented by company policies, including our **Anti-Discrimination, Safety and Security, Privacy**, and soon to be applied **Whistleblower Policies** that, amongst other things, adhere to rights of the employee in its workforce in accordance with the guidelines set forth by the Philippine Department of Labor and Employment, and the Corporations Act 2001 (Cth).

The existence of these policies together with the commitment of the leaders of the organization to act with integrity and ethical practice with Satellite Office’s partners and suppliers supports the aim of the organization to mitigate any form of act that would constitute Modern Slavery.

Our Due Diligence and Risk Management

Our organization operates in the BPO industry with a diverse workforce catering to a wide array of clients



across Australia, North America, and Europe. In this context the company has identified the risks involving human rights in the conduct of its operations;

- employee working terms and conditions;
- employee hours of work; and
- higher risk services relating to our commercial premises, including:
 - cleaning services;
 - maintenance; and
 - food and catering.

Our Approach

1. Include a resource reference in the company's New Hire Orientation to ensure that the employee population understands the concept of Modern Slavery and the risks it presents to our organization and ensure that they shall adhere to the organization's drive in eliminating any form of slavery in the workplace;
2. Continuously monitor, and where necessary amend and update our company's policies and procedures which will reinforce its commitment to anti-slavery in the workplace;
3. Require staff undertake annual training on identification and avoidance of Modern Slavery across our supplier base;
4. Continue to maintain premium office space and working conditions that are commensurate with the expectations of a world class BPO provider;
5. Ensure that all employees are paid fair and reasonable salaries, which are significantly above minimum living wages. As at the date of this statement, the salaries of all Satellite Office employees are at least 54% more than the minimum wage for Metro Manila;
6. Maintain a supplier accreditation due diligence process that requires contractual terms undertaking not to participate in Modern Slavery directly or in its supply chain and, if necessary, require compliance with the Modern Slavery Act 2018.
7. Maintain a committee to be headed by the Chief Operating Officer of the company with regards to the protection of employees in the workplace reporting cases of Modern Slavery. The committee will also be responsible for regular review of processes, internal audits, and compliance monitoring.

Improvement in FY26

Building on our improvements in FY25, in FY26 we:

1. embedded oversight of our Modern Slavery reporting within our Senior Leadership Team and Risk Committee, with our General Counsel assuming responsibility;
2. ensured that annual Modern Slavery awareness and compliance training was undertaken by all employees in all locations. Previously this training was only undertaken by new hires as part of orientation. This annual training is now required to be undertaken by all Satellite Office employees globally, and includes education on identifying, reporting, and preventing the occurrence of Modern Slavery in our Business; and
3. drafted a global whistleblower policy, ensuring that employees (and other people provided



protections) feel empowered to make anonymous and safe reports of suspected or unethical conduct, or policy violation, including in relation to Modern Slavery. This policy will proceed to the Board for approval in the first half of FY27, and on approval apply across the business.

Goals for FY27

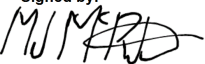
In advancing Satellite Office's maturing response to combatting Modern Slavery, and responding to developments in the business over FY27, Satellite Office undertakes to:

1. ensure that ancillary services providers to our first direct lease of commercial premises in the Philippines are bound by contractual obligations aimed at preventing Modern Slavery from occurring in their supply chains, or in their provision of services to Satellite Office. Those ancillary services are cleaning, maintenance, and food service providers; and
2. while Satellite Office is confident that it does not have Modern Slavery occurring in its business or supply chain, it is prudent to have an established remediation framework in place to ensure that Satellite Office has a clear process to follow when Modern Slavery is suspected, to ensure the removal of the same from its supply chain and also the cessation of those Modern Slavery practices by the relevant third party.

Our Responsibility

This statement, its implementation, monitoring, updating, and revision shall be the responsibility of Satellite Office's General Counsel, who will periodically report into Satellite Office's broader Risk Committee.

Michael McRitchie
Chief Executive Officer

Signed by:

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