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S U C C E E D

CORPORATE RESPONSIBILITY POLICY

DOCUMENT CONTROL

This Corporate Responsibility Policy is a controlled document within 3CIR's Integrated Management System. It is governed by the listed standards and forms part of the organisation's quality, environmental, and occupational health & safety framework.

DOCUMENT NUMBER	3CIR-POL-GEN-015
DOCUMENT TITLE	Corporate Responsibility Policy
VERSION	1.0
ISSUE DATE	22 April 2026
REVIEW DATE	22 April 2027
APPROVED BY	CEO / COO
OWNER	CEO
APPROVER	CEO
CLASSIFICATION	Controlled

APPLICABLE STANDARDS

ISO 9001:2015	ISO 14001:2015	ISO 45001:2018
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PURPOSE

01

This Policy sets out 3CIR's commitment to corporate responsibility — the integration of ethical, social, environmental, and community considerations into all business decisions. It defines the principles and practices that shape 3CIR's impact on students, employees, partners, community, and the environment.

SCOPE

02

This Policy applies to all 3CIR operations, decision-making, stakeholder engagement, and partnerships. It provides the overarching framework under which the Environmental Sustainability Policy, Human Rights Policy, Modern Slavery Policy, Military and Veteran Support Policy, and other thematic corporate responsibility documents operate.

POLICY STATEMENT

03

OUR COMMITMENT TO CORPORATE RESPONSIBILITY

At 3CIR, we understand that our success is deeply connected to the well-being of the communities we serve, the people we employ, and the environment we inhabit. Our Corporate Responsibility Policy reflects our dedication to ethical business practices, social responsibility, and environmental stewardship. We are committed to making a positive impact through our operations, partnerships, and the education we provide, contributing to a more sustainable and equitable world.

KEY PRINCIPLES

The following key principles guide our Corporate Responsibility efforts:

3.1 ETHICAL GOVERNANCE

We adhere to the highest standards of corporate governance, ensuring that our business practices are transparent, accountable, and ethical. Our decision-making processes are guided by integrity, fairness, and a commitment to doing what is right for all our stakeholders, including students, employees, partners, and the broader community. Our governance structure is documented in 3CIR-REC-IMS-018.

3.2 SOCIAL IMPACT

As a leading education and training provider, we empower individuals and communities through knowledge. We actively support initiatives that promote access to education, foster social inclusion, and enhance the quality of life for underserved populations, including current and former ADF personnel, emergency services professionals, and civilian learners seeking Recognition of Prior Learning. Our social impact efforts aim to create lasting change and personal and professional growth opportunities.

3.3 ENVIRONMENTAL STEWARDSHIP

We recognise our responsibility to protect and preserve the environment for future generations. Our approach to environmental stewardship involves integrating sustainable practices into our operations, reducing our carbon footprint, and promoting awareness of environmental issues among our stakeholders. We are committed to continuous improvement in our environmental performance, guided by 3CIR-POL-EMS-001 Environmental Policy and 3CIR-POL-EMS-002 Environmental Sustainability Policy.

3.4 COMMUNITY ENGAGEMENT

Building strong, resilient communities is at the heart of our corporate responsibility efforts. We engage with local communities through partnerships, volunteer programs, and support for community initiatives.

IMPLEMENTATION STRATEGY

04

To realise our Corporate Responsibility goals, we have developed a comprehensive implementation strategy that includes the following components:

4.1 GOVERNANCE AND ACCOUNTABILITY

We have established robust governance structures to oversee our Corporate Responsibility initiatives. This includes regularly monitoring, reporting, and evaluating our performance against our Corporate Responsibility goals. Our leadership team is accountable for ensuring these principles are integrated into all business operations.

4.2 EMPLOYEE ENGAGEMENT

Our employees are our greatest asset, and their engagement is crucial to our Corporate Responsibility efforts. We provide ongoing training and development opportunities to empower employees to contribute to our Corporate Responsibility goals. This includes encouraging participation in volunteer activities, promoting awareness of social and environmental issues, and fostering a culture of responsibility and innovation.

4.3 PARTNERSHIPS FOR PROGRESS

We believe that collaboration is key to achieving meaningful change. We partner with like-minded organisations, educational institutions (notably scope-RTO partner Asset College), and community groups to advance our corporate responsibility goals. By working together, we can amplify our impact and drive progress on critical social and environmental issues.

4.4 TRANSPARENT COMMUNICATION

Transparency is a cornerstone of our Corporate Responsibility approach. We are committed to open and honest communication with all our stakeholders, sharing our successes, challenges, and areas for improvement. Our annual Corporate Responsibility Report provides a comprehensive performance overview, highlighting our achievements and plans.

4.5 CONTINUOUS IMPROVEMENT

Corporate Responsibility is an evolving field, and we are committed to staying at the forefront of best practices. We regularly review and update our policies and strategies to remain relevant and practical. By embracing innovation and learning from our experiences, we aim to continuously improve our corporate responsibility efforts and their impact.

RESPONSIBILITIES

05

CEO	Ultimate accountability for policy. Approves annual review. Provides leadership commitment (ISO Cl. 5.1).
COO & Director	Operational accountability. Ensures policy is embedded in day- to-day operations. Reviews policy annually with CEO.
Compliance Officer	Day-to-day implementation, training delivery, audit-based review, policy update drafting.
All employees	Comply with this policy in all business conduct. Report concerns through documented channels. Participate in training.
Contractors / Partners / Suppliers	Acknowledge and comply with the principles of this policy where relevant to the services provided to 3CIR.

RELATED DOCUMENTS

06

- 3CIR-POL-EMS-001 Environmental Policy
- 3CIR-POL-EMS-002 Environmental Sustainability Policy
- 3CIR-POL-GEN-006 Human Rights Policy
- 3CIR-POL-GEN-007 Modern Slavery and Human Trafficking Policy
- 3CIR-POL-GEN-009 Integrity and Corporate Responsibility Charter
- 3CIR-POL-GEN-010 Military and Veteran Support Policy
- 3CIR-POL-GEN-013 Business Conduct Policy
- 3CIR-POL-GEN-014 Compliance Policy

REVIEW

07

This Policy is reviewed annually as part of the strategic Management Review cycle, or sooner if triggered by:

- Significant changes to applicable Australian legislation or ISO standards
- Findings from internal or external audit relating to the subject matter of this policy
- Material changes to 3CIR's operating model, scope, or stakeholder base
- Stakeholder feedback or complaints relating to the subject matter of this policy

AUTHORISATION & APPROVAL

This policy (3CIR-POL-GEN-015) is authorised and approved for release in accordance with 3CIR's Integrated Management System governance framework.

AUTHORISED BY

Marcella Knottenbeld

Chief Executive Officer

Signature

Date: / / 2026

AUTHORISED BY

Matthew Pitt

Chief Operating Officer & Director

Signature

Date: / / 2026

DOCUMENT CONTROL NOTICE

This is a **Controlled Document**. Printed copies are uncontrolled. Check the Document Control Register (**3CIR-REG-IMS-001**) to verify currency before relying on this document.

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CORE VALUES

Courage · Commitment · Comradery
Integrity · Respect

CONNECT · LEARN · SUCCEED