

« 3CIR PTY LTD »



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S U C C E E D

# HUMAN RIGHTS POLICY

# DOCUMENT CONTROL

This Human Rights 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-006    |
| DOCUMENT TITLE  | Human Rights Policy |
| VERSION         | 3.0                 |
| ISSUE DATE      | 14 April 2026       |
| REVIEW DATE     | 14 April 2027       |
| APPROVED BY     | CEO / COO           |
| CLASSIFICATION  | Controlled Document |

## APPLICABLE STANDARDS

|               |                |                |
|---------------|----------------|----------------|
| ISO 9001:2015 | ISO 14001:2015 | ISO 45001:2018 |
|---------------|----------------|----------------|

# PURPOSE AND COMMITMENT

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01

3CIR Pty Ltd is committed to respecting, upholding, and promoting human rights in all aspects of our business — in how we treat our staff, engage with students, select suppliers, and operate in the communities we serve. This commitment is grounded in international human rights frameworks and Australian law, and reflects our core values of Courage, Commitment, Comradery, Integrity, and Respect. We are guided by the UN Guiding Principles on Business and Human Rights (UNGPs), the Universal Declaration of Human Rights (UDHR), and the International Labour Organization (ILO) core labour standards.

# LEGISLATIVE FRAMEWORK

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## 02

- Human Rights Act 2019 (Qld) — applies to 3CIR's interactions with public authority functions
- Fair Work Act 2009 (Cth) — workplace rights and freedoms
- Modern Slavery Act 2018 (Cth) — supply chain due diligence obligations
- Anti-Discrimination Act 1991 (Qld)
- Work Health and Safety Act 2011 (Qld)
- Privacy Act 1988 (Cth) — right to privacy
- Australian Human Rights Commission Act 1986 (Cth)

# OUR HUMAN RIGHTS COMMITMENTS

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03

## 3.1 DIGNITY AND RESPECT

Every person who interacts with 3CIR — as a student, employee, contractor, or partner — has the right to be treated with dignity, fairness, and respect. We prohibit all forms of discrimination, harassment, exploitation, and abuse.

## 3.2 FAIR AND SAFE WORK

3CIR is committed to providing safe working conditions, paying fair wages consistent with legal obligations, respecting workers' rights to freedom of association, and ensuring that no person working for 3CIR is subject to forced labour, child labour, debt bondage, or coercive employment practices.

## 3.3 ACCESS TO EDUCATION

3CIR recognises education as a fundamental right. We are committed to providing accessible, affordable, and high-quality vocational education and training — reducing barriers to entry and supporting equity of access for all learners, particularly those from disadvantaged or underrepresented backgrounds.

## 3.4 PRIVACY AND DATA RIGHTS

Every individual has the right to privacy and protection of their personal information. 3CIR adheres to the Privacy Act 1988 (Cth) and the Australian Privacy Principles in all data handling activities.

## 3.5 FREEDOM FROM HARASSMENT AND EXPLOITATION

3CIR maintains zero tolerance for any form of harassment, sexual exploitation, child abuse, or modern slavery in our operations or supply chain. All students, staff, and partners have the right to engage with 3CIR free from any form of coercion, exploitation, or threat.

## 3.6 RIGHT TO VOICE CONCERNS

Every person has the right to raise concerns, make complaints, and access grievance mechanisms without fear of reprisal. 3CIR maintains accessible and confidential complaints and whistleblower processes.

## SUPPLY CHAIN AND BUSINESS PARTNERS

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04

3CIR expects all suppliers, contractors, and training partners to uphold human rights standards consistent with this policy. When engaging new suppliers and partners, 3CIR considers their human rights record, labour practices, and supply chain transparency. Evidence of forced labour, child labour, or serious human rights abuses will result in termination of the business relationship.

# DUE DILIGENCE

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# 05

3CIR conducts proportionate human rights due diligence appropriate to the size and nature of our operations. This includes: reviewing supplier and partner practices during onboarding and periodic re-evaluation; investigating complaints that may involve human rights concerns; and monitoring for indicators of modern slavery or labour exploitation in our supply chain.

# GRIEVANCE AND REMEDY

# 06

Anyone who believes 3CIR has failed to uphold its human rights commitments may raise their concern through:

- The 3CIR Complaints Handling process (3CIR-POL-QMS-002)
- The Whistleblower Protection Policy (3CIR-POL-GEN-008)
- Directly to the COO or CEO at [info@3cir.com](mailto:info@3cir.com)
- Externally: Australian Human Rights Commission ([humanrights.gov.au](http://humanrights.gov.au)) or Queensland Human Rights Commission ([qhrc.qld.gov.au](http://qhrc.qld.gov.au))



# REVIEW

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07

This policy is reviewed annually by the CEO and COO, or sooner if triggered by significant legislative change, complaint, or business model change.

# AUTHORISATION & APPROVAL

This policy (3CIR-POL-GEN-006) 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. Note: Signature block updated 22 April 2026 to reflect the current governance structure per 3CIR-REC-IMS-018 Governance Structure Formalisation Record v1.0. Document content and original effective date remain unchanged. This update is an authorised configuration correction, not a material revision of the document.

## VERSION HISTORY NOTE

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# CONTACT US

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## REGISTERED OFFICE

Suite 676, 190 Oxford Street  
Bulimba QLD 4171  
Australia

ABN 34 614 174 702



1300 517 039



info@3cir.com



www.3cir.com

## CORE VALUES

**Courage • Commitment • Comradery**  
**Integrity • Respect**

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