

Supply Chain Modern Slavery Questionnaire

Working Conditions

1. Please provide details on the process in place to ensure all of your employees and subcontractors have a right to work in Australia? Example: Right to Work documents is collected as part of recruitment process.
2. Please provide details on the process in place to ensure your company does NOT engage in 'sham contracting' arrangements
3. Please provide details on your company's policy or process ensuring the timely and accurate payment of wages for all workers including how you manage and monitor the implementation of this policy or process?
4. Please provide details on the process to ensure wages are paid directly to workers and workers receive payslips, in a language and format they understand, that explain how their wages are calculated and any deductions made.
5. How does your company ensure that working hours and rest periods are compliant with national laws and provides all categories of workers with legally mandated breaks or rest periods on a daily and weekly basis? This includes the provision of paid leave, sick leave, emergency leave and parental leave.
6. How does your company manage and monitor disciplinary and grievance mechanisms for workers?

Child Labour and Young Workers

7. How does your company manage and monitor a policy or process that prohibits the employment of employees who are under the international minimum age for work (15 years), or the national minimum age for work if it is higher?
8. How does your company manage and monitor a policy or process specifying the conditions under which young workers (aged 15 to 18) can be employed including regulating the hours worked, prohibition of overtime and the types of work that they can be asked to undertake?

Forced Labour and Human Trafficking

9. How does your company manage and monitor a policy or process that prohibits forced labour and human trafficking in your operations and in those of employment agencies or sub-contractors you use?
10. How does your company provide all workers with a written contract, in a language the employee understands, that sets out their terms of employment, daily wage rates, hours of work and conditions promised in the employment contracts?
11. How does your company prohibit wage deductions or payments by workers in return for employment, transportation, accommodation, food and other living costs and prohibit the withholding of both money or identification documents belonging to workers, by your company, or employment agencies acting on your behalf, before or after the start of employment?
12. How does your company manage and monitor a policy or process which requires that regular checks are conducted on facilities, including the following: living space, temperature, lighting, sanitary facilities, privacy, ventilation?