**Modern Slavery – Supplier Questionnaire**

IBA is committed to ethical and socially responsible procurement.

To ensure modern slavery risks are identified in our operations and supply chains, IBA requests our suppliers and vendors to complete the Questionnaire below.

This will assist IBA to assess suppliers’ policies and practices on modern slavery, and to gain a greater understanding of your strengths and weaknesses when it comes to addressing modern slavery risk.

The Questionnaire is designed to facilitate a two-way engagement between IBA and our suppliers. It will also assist IBA to fulfil its annual reporting requirements under the *Modern Slavery Act 2018* (Cth), where IBA is required to report on the risk of modern slavery in its supply chains and operations.

**Background - what is Modern Slavery?**

Australia’s *Modern Slavery Act (Cth) 2018* defines modern slavery as including eight types of serious exploitation: trafficking in persons; slavery; servitude; forced marriage; forced labour; debt bondage; deceptive recruiting for labour services; and the worst forms of child labour.

Modern slavery describes situations where coercion, threats or deception are used to exploit victims and undermine or deprive them of their freedom. Modern slavery can include serious forms of exploitation such as forced labour, human trafficking, slavery and slavery-like practices. These practices are serious crimes, grave abuses of human rights and have devastating impacts on survivors. Modern slavery does not include practices like substandard working conditions or underpayment of workers, although these practices are also illegal and harmful and may be present in some situations of modern slavery.

Modern slavery can occur in any industry or sector and has severe consequences for victims. Modern slavery distorts global markets, undercuts responsible business and can pose significant legal and reputational risks to entities.

**Terms used in the Questionnaire**

Terms used in the Questionnaire for modern slavery risk assessment purposes are:

* ***Operations*** - include any activity undertaken to pursue business objectives in Australia or overseas; and
* ***Supply chains*** – include your suppliers of products and services (including labour) that contribute to your products, services and operations.
* ***Tier One*** – A direct supplier to your organisation.

**Due date – completed Questionnaire**

The Questionnaire is to be completed by insert date and returned to insert name at insert email address

**For more information**

You can contact insert name and email address if you have any questions.

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| **PART A – YOUR ORGANISATION’S INFORMATION** | | | | |
| **Company name:** |  | | | |
| **ABN:** |  | **ANZSIC Code (if known):** | |  |
| **Completed By:** |  | **Date:** |  | |
| **Key contact person:** |  | | | |
| **Email** |  | **Phone:** |  | |
| **Industry Type** | **e.g. retail, tourism and accommodation** | | | |
| **No. of Employees** | **Part-time/casual** | **full time** | | |
| **No. of Tier 1 Suppliers** |  | | | |

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| **PART B – YOUR ORGANISATION’S OPERATIONS** | | | | | |
| **Q1 – Industry: What is your organisation’s key industry?**  The examples provided are identified as having a higher risk of modern slavery activities. | | | | | |
|  | Agriculture |  | Domestic work |  | Hospitality & food services |
|  | Construction |  | Other |  |  |
| If **other**, provide details. | | | | | |
| **Q2 – Product & Services: What are the key products and services that your organisation provides (to IBA and to your other customers)?**  The examples provided are identified as having a higher risk of modern slavery activities. | | | | | |
|  | Laptops, computers, mobiles |  | Apparel & clothing accessories | | |
|  | Hospitality & Food Products e.g. in house catering | | |  | Other |
| If **other**, provide details. | | | | | |
| **Q3 – Geography: Does your organisation produce your products or deliver your services to IBA from the following countries?**  The examples provided are identified as having a higher risk of modern slavery activities. | | | | | |
|  | China |  | Malaysia |  | Vietnam |
|  | India |  | Thailand |  | Other |
| If **other**, provide the country/countries of origin that you provide your product or services to IBA. | | | | | |
| **Q4 – Operations: Does your organisation directly employ staff that work in the following areas?**  The examples provided are identified as having a higher risk of modern slavery activities. | | | | | |
|  | Agriculture |  | Cleaning |  | Hospitality & food services |
|  | Construction |  | Other |  |  |
| If **other**, provide details. | | | | | |

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| **PART C – YOUR ORGANISATION’S MODERN SLAVERY GOVERNANCE** | | | |
| **Q5 – Is your organisation required to report under the *Modern Slavery Act 2018* (Cth):** | | | |
|  | **Yes:** If so, please attach a copy of your most recent modern slavery statement | | |
|  | **No** | | |
| **Q6 – What is your understanding of the *Modern Slavery Act 2018* (Cth)** **and the risks that could impact your organisation?** | | | |
|  | | | |
| **Q7 – Does your organisation have policy or procedures in place to deal with modern slavery risk?** | | | |
| **Yes** | | **No** | **Unsure** |
| *e.g. Modern Slavery Risk Framework, Procurement Policy, Risk Management Framework, Work, Health and Safety Procedures, Employee Recruiting and Remuneration Processes, Incident Reporting and Mitigation.*  If **yes**, list below and provide a copy of the policy or procedure.  If **unsure**, list policy and or procedures you think might have an impact on modern slavery.  If **no**, describe what future plans your organisation has in place to manage modern slavery risk. | | | |
| **Q8 – Does your organisation have a person/s responsible for overseeing modern slavery risks and the organisation’s procurement activities?** | | | |
| **Yes** | | **No** | **Unsure** |
| If **yes**, describe the role and responsibilities: | | | |
| **Q9 – Does your organisation have a staff awareness or training program in place to assist with how to identify, assess and respond to modern slavery risks?** | | | |
| **Yes** | | **No** | **Unsure** |
| If **yes**, describe the nature of the training available and the positions or roles of staff that receive training.  If **no**, does your organisation plan to introduce modern slavery risk training for staff? | | | |
| **Q10 – Has your organisation been subject to or involved in any investigation, inquiry, incidents, breach or potential breach of anti-slavery and human trafficking laws?** | | | |
| **Yes** | | **No** | **Unsure** |
| If **yes**, please provide details: | | | |

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| **PART D – YOUR ORGANISATION’S SUPPLY CHAIN** | | | | | | |
| **Q11 – How much visibility does your organisation have over its supply chain? Please select one option below:** | | | | | | |
|  | **High:** You have mapped the full supply chain for key products and services used by your organisation and have identified key suppliers at all levels of your supply chain | | | | | |
|  | **Moderate:** You have identified major Tier One suppliers and have partially or fully mapped the supply chains for key products and services of your supply chain. | | | | | |
|  | **Developing:** You have identified major Tier One suppliers. You have very limited or no visibility of your supply chains below the Tier One level. | | | | | |
| **Q12– Does your organisation have a screening process in place for prospective and current suppliers? (This includes assessing the risks of modern slavery or other human rights harms that may occur in its operations?)** | | | | | | |
| **Yes** | | | **No** | | **Unsure** | |
| If **yes**, provide details of the process and any supporting documentation.  If **no**, does your organisation plan to introduce measures to screen suppliers in the future? | | | | | | |
| **Q13 –What information do you collect about your suppliers and how is the information recorded?** | | | | | | |
| List items captured by questionnaire or system/tools in place e.g. ABN, Supplier name, ANZSIC code. | | | | | | |
| **Q14 – Geography: Are you aware of any Tier One suppliers your organisation procures goods and services from, that are based in the following countries?**  The examples provided are identified as having a higher risk of modern slavery activities. | | | | | | |
|  | China |  | Malaysia |  | | Vietnam |
|  | India |  | Thailand |  | | Other |
| If **other**, provide country details for key suppliers that are based outside of Australia. | | | | | | |
| **Q15 – Industry: What are the key industry sectors your organisation procures goods and services from other parties?**  The examples provided are identified as having a higher risk of modern slavery activities. | | | | | | |
|  | Agriculture |  | Hospitality & food services | | | |
|  | Construction |  | Cleaning |  | | Other |
| If **other**, provide details. | | | | | | |
| **Q16 – Product: What are the key products and services your organisation procures from other parties?**  The examples provided are identified as having a higher risk of modern slavery activities. | | | | | | |
|  | Laptops, computers, mobiles |  | Apparel and clothing accessories | | | |
|  | Food Products e.g. rice, fish, cocoa | | |  | | Other |
| If **other**, provide details. | | | | | | |