**Background**:

Tasmanian Independent Retailers (TIR) and Island Fresh Produce (IFP) is required to annually report on the risk of modern slavery in our operations and supply chain and develop actions to address any risks identified. Our expectation is that suppliers and their supply chain partners provide a workplace free from discrimination, harassment or any other form of abuse, and to treat employees and other workers fairly, including with respect to wages, working hours and benefits, in accordance with applicable laws.

Please find below a questionnaire will be used to assist TIR/IFP in identifying any potential modern slavery risks in its supply chain as per the requirement of the Modern Slavery Act 2018.

**Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Business Name |  | | |
| Postal address |  | | |
| Country |  | | |
| Contact Name |  | Position |  |
| Phone |  | Mobile |  |
| E-mail |  | | |

**Business/Organisation Structure**

Sole Trader  Small Business  Company  Other: Click or tap here to enter text.

**Workers Information**

|  |  |
| --- | --- |
| Total number of permanent workers (full-time and part-time) |  |
| Total number of non-permanent workers (casual and contract) |  |
| Total number of employees provided through agencies and labour hire |  |

Please select all employment practices that are present within your organisation’s workforce:

Contractors/Sub-contractors  Seasonal Workers  Labour Hire Agency  Visa Holders

Do you have employees/workers (including contractors and sub-contractors) who work in isolated conditions? Examples of isolated work can include workers in remote of isolated regions or working in seclusion with restricted interaction with other team members (such as late-night convenience store worker, truck drivers or couriers).

Always  Sometimes  Often  Rarely  Never

**Product/Service Information**

|  |  |
| --- | --- |
| Provide a brief description of the primary product/service offered to IFP/TIR |  |
| Location where your primary operation is conducted |  |
| Do you source any of your products directly from overseas vendors? | Yes  No |
| If yes, which country? |  |

**Human Rights & Modern Slavery Policies**

|  | **Questions** | **Responses** |
| --- | --- | --- |
| 1. | Is your business required to report under the *Modern Slavery Act (Cth) 2018*? | ⬜ Yes ⬜ No |
| 2. | Do you currently have a written policy (e.g. code of conduct, Corporate Social Responsibility policy) that includes your commitment to respect human rights and prevent modern slavery practices in your operations and supply chain? | ⬜ Yes ⬜ No |
|  | If yes:   1. Do your contracts require all your suppliers to adhere to this policy? | ⬜ Yes ⬜ No |
| 3. | Have you, or has your business (including its subsidiaries, where applicable), implemented a due diligence process that aims to identify any potential risks of modern slavery practices in your operations and supply chain? | ⬜ Yes ⬜ No |
|  | If yes:   1. Do you usually check your suppliers’ relevant policies (e.g. Code of Conduct, CSR policy) prior to engaging with them? 2. Do you carry out any audits of your suppliers’ manufacturing/processing facilities? 3. Do you check whether your suppliers utilise any recruitment agencies, including overseas employment agencies, to source workers for their manufacturing facilities/factories? | ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No |
| 4. | Do you hold your suppliers accountable for non-compliance with applicable labour laws? | ⬜ Yes ⬜ No |
|  | If yes:   1. Would such non-compliance entitle you to terminate the supplier’s contract? 2. Do you require your suppliers to remediate the impact of any modern slavery practices? | ⬜ Yes ⬜ No  ⬜ Yes ⬜ No |
| 5. | Do you raise awareness of potential modern slavery risks amongst your supply chain partners? | ⬜ Yes ⬜ No |
| 6. | Do you provide training to your staff on modern slavery risks and the due diligence process you have implemented (where applicable)?  If no:   1. Does your business plan to introduce modern slavery risk training for staff? | ⬜ Yes ⬜ No  ⬜ Yes ⬜ No |
| 7. | Does your business perform screening of all prospective suppliers to assess the risks of modern slavery or other human rights harms that may occur in its operations and supply chains? | ⬜ Yes ⬜ No |

**Governance**

|  | **Questions** | **Responses** |
| --- | --- | --- |
| 8. | In the last 2 years, have there been any human rights, Fair Work, WorkSafe and/or breach of contract allegations made against the organisation, directors, or employees? | ⬜ Yes ⬜ No |
| If yes, describe how these allegations were addressed: | | |

Form completed by:

Name:

Date Completed: