**Frequently Asked Questions**

The FAQs have been developed to support your submission, please read and reach out to (Add name) if you have any questions.

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| **FAQ** | **Response** |
| **What is modern slavery** | Modern slavery describes situations where a person is forced to work against their will, are owned or controlled by an exploiter or “employer” have limited freedom of movement; or are dehumanised, treated as a commodity, or bought and sold as property. |
| **Why am I required to complete this questionnaire** | The Questionnaire assists in learning more about an organisation’s operations and strengths and weaknesses for identifying and addressing modern slavery risks. |
| **I have completed a social compliance audit in the last 6 months, do I need to complete this questionnaire?** | Yes, you must complete this questionnaire. This questionnaire does not replace a social compliance audit, regardless of an audit being conducted within the last 12 months. |
| **Can I fail the questionnaire** | No, you cannot fail the questionnaire. |
| **How many factories, suppliers or agencies do I need to provide this to?** | As a vendor and to inform your response, it is expected that this questionnaire is provided or discussed with your supply chain with a focus on factories, suppliers or agencies involved in the provision or manufacturer of materials goods and services to TIR.  If this number is greater than 5, it is requested that you engage 5 of your factories, suppliers, or agencies. |
| **Who will the responses of the questionnaire be available to?** | The responses of this questionnaire are confidential and will not be shared beyond TIR, without your consent. |
| **What will happen after I complete the questionnaire?** | After the completion of the questionnaire, we will contact you if there are further questions or supporting documentation is required. |
| **Who do I contact if I have questions regarding the questionnaire?** | (Add name) |
| **What date must I complete and return the questionnaire?** | Please complete the questionnaire by (add date) and sent to (add address) |

**Part A: Your company/organisation/business details**

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| Organisation name: |  | | |
| Organisation number (ABN/ACN or foreign equivalent) |  | | |
| Organisation address (headquarters) |  | | |
| Parent company |  | | |
| **Contracting entity details and locations** |  | | |
| Contracting entity name: |  | | |
| Description of goods, materials and/or services provided: |  | | |
| Address of facility, site or operation location: |  | | |
| **Details of representative to contact for further information** | | | |
| Name: |  | | |
| Position in organisation: |  | | |
| Email address: |  | | |
| Phone number: |  | | |
| **Worker information[[1]](#footnote-1)** | **Female** | **Male** | **Total** |
| Total number of workers |  |  |  |
| Total number of permanent workers |  |  |  |
| Total number of seasonal or contract workers or other-wise in non-permanent employment |  |  |  |
| Total number of workers provided through agencies, labour hire companies or brokers |  |  |  |
| **Additional documentation** |  | | |
| Is your organisation subject to the *Modern Slavery Act 2018* (Cth) or equivalent State / Territory or international legislation? | **Yes/No** | | |
| If YES, have you submitted a Modern Slavery Statement or equivalent for the relevant reporting period under that legislation? |  | | |
| **Auditing history** |  | | |
| Provide the date and details of any responsible sourcing audits or certifications (including social, ethical or environmental) conducted, and locations they relate to. | Please provide details of the audit, including:   * whether it was an independent or internal audit * the date of each audit * locations the audit related to   If you require more space, please attach as separate document. | | |
| **Certification schemes** |  | | |
| Provide the details of any responsible sourcing third-party certification schemes including SMETA, ETI or other ISO standard or other relevant inspections, including the dates of certifications. | Please provide details and the date of certification schemes. If you require more space, please attach as separate document. | | |

**Part B: Modern slavery risk factor self-assessment**

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| **General modern slavery response** | **Yes** | **No** | **Please describe** |
| 1. Does your organisation have policies and processes to identify, investigate and remedy the risk and any instances of modern slavery within your organisation?   (e.g. Supplier Code of Conduct, Human Rights Policy, Whistleblowing Policy, Complaints Management System) |  |  | If yes, please provide details here. |
| 1. Does your organisation have a person or team responsible for overseeing modern slavery risks that arise in relation to the goods/services that you delivery? |  |  | If yes, please describe the role and responsibility of that person/team. |
| 1. Do you provide training to your employees on modern slavery risk? |  |  |  |
| **Supply chain management** |  |  |  |
| 1. Does your organisation perform screening or due diligence checks of prospective suppliers to assess the risks of modern slavery or other human rights harms that may occur in its operations and supply chains? |  |  | If yes, please describe how your organisation performs this screening.  If no, does your organisation plan to introduce measures to screen prospective suppliers for modern slavery risks in future? |
| 1. Does your organisation require your suppliers to conduct due diligence for modern slavery risks on their suppliers? |  |  |  |
| 1. Does your organisation or major suppliers operate or have operations in any countries identified as high risk for Modern Slavery, including:   Bangladesh, China, Democratic Republic of Congo, Ethiopia, India,  Myanmar, Nigeria, Pakistan, Russia, Thailand? |  |  | If yes, please list which countries. |
| 1. Does your organisation produce or provide goods/services that are known to have a high Modern Slavery risk factor?   For instance:  agriculture; construction; electronics and electrical products; extractives/mining and basic metal production; fishing and aquaculture; forestry; healthcare; hospitality; housekeeping/facilities operations, textile and apparel manufacturing; transportation and warehousing security; security; cleaning; traffic control. |  |  | If yes, please describe what goods or services your organisation produces or provides. |
| 1. Have you had any instances of known or suspected Modern Slavery in your supply chain, or claims or adverse media attention in relation to human rights practices within your supply chain? |  |  | If yes, please describe what action your organisation takes. |
| 1. Do you have any additional controls or other due diligence activities to respond to modern slavery in your supply chain? |  |  |  |
| **Employment conditions and workplace environment** | | | |
| 1. Are workers required to lodge any ‘security deposits’ (this could include financial or personal property) or pay any recruitment fees? |  |  | If yes, please describe the circumstances for the payments. |
| 1. Are any original identity related documents of workers (e.g. passports, birth certificates, national identity cards) retained? |  |  | If yes, please explain why. |
| 1. Does your organisation deduct wages, impose monetary fines, and/or withhold pay or pay entitlements of workers? |  |  | If yes, please explain why. |
| **Employment conditions and workplace environment** | | | |
| 1. Are workers paid their legal pay entitlements (including superannuation), on time and provided with pay slips clearly showing how wages have been calculated and details of any tax or other deductions? |  |  | If not, please explain why not. |
| 1. Are all workers provided with a written contract in a language they understand, where terms of employment including wage rates and hours of work are clear? |  |  | If not, please explain why not. |
| 1. Where accommodation is provided to workers (for example, dormitories, hostels or other forms of shared accommodation), are regular checks conducted to ensure that the living conditions are adequate and meet legal requirements (for example, fire safety, space, temperature, lighting, sanitary facilities, privacy, ventilation). |  |  | If not, please explain why not. |
| 1. Where accommodation is provided, are workers free to leave at will? |  |  | If not, why not? |
| 1. Are workers free to lawfully resign their employment without restriction or penalty? |  |  | If not, why not? |
| 1. Do workers have a complaints mechanism to anonymously raise concerns related to labour conditions or workplace grievances and access appropriate remedy? |  |  | If yes, please explain how you monitor and remedy concerns. |

1. Workers refers to any individual (irrespective of whether they are employed directly, indirectly, temporarily or permanently) providing the applicable goods, materials or services for or on behalf of the Contracting Entity, at the time of completing the questionnaire. [↑](#footnote-ref-1)