

Eliminating Modern Slavery Tool Kit

Tool 4: Supplier self-assessment questionnaire template

Queensland Government Procurement

Eliminating Modern Slavery Toolkit - Tool 4: Supplier self-assessment questionnaire template

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v1.0	March 2022	Published
v1.1	January 2026	Key updates include: <ul style="list-style-type: none"> The toolkit has been rewritten to enhance simplicity and clarity. Refreshed DHPW corporate branding. Alignment with the Queensland Procurement Policy 2026.

The State of Queensland (Department of Housing and Public Works) 2026.

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Contact us

We are committed to continuous improvement. If you have any suggestions about how we can improve this document, or if you have any questions, contact us at socialprocurement@hpw.qld.gov.au.

Disclaimer

This document is intended as a guide only for the internal use and benefit of government agencies. It may not be relied on by any other party. It should be read in conjunction with the Queensland Procurement Policy, your agency's procurement policies and procedures, and any other relevant documents.

The Department of Housing and Public Works disclaims all liability that may arise from the use of this document. This document should not be used as a substitute for obtaining appropriate probity and legal advice as may be required. In preparing this document, reasonable efforts have been made to use accurate and current information. It should be noted that information may have changed since the publication of this document. Where errors or inaccuracies are brought to attention a reasonable effort will be made to correct them.

Administration

Version 1.1 of this document replaces all previous versions of this document and takes effect immediately.

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How to Use This Tool

Procurement officers can use this tool to assess their supply chains for risk factors which indicate the likelihood of modern slavery directly by the supplier or in their supply chain.

The Supplier Questionnaire to Identify Modern Slavery (Appendix 1) helps Queensland government agencies/entities assess suppliers' policies and practices to identify and manage modern slavery risks in supply chains and operations. Queensland government agencies/entities can leverage their influence to address modern slavery risks, driving positive change.

The Supplier Questionnaire fosters collaboration between agencies and suppliers, helping to identify risks and improve supplier practices. It can also be used as part of the tender evaluation process in particular for procurement that has a high risk of Modern Slavery.

This Supplier Questionnaire is a tool that can be tailored or scaled based on the procurement risk level. Adjustments can be made to minimise barriers to participation for small and medium enterprises (SMEs), social enterprises, or Aboriginal and Torres Strait Islander businesses.

For higher-risk contracts, additional questions may be included, while for lower-risk scenarios, the questionnaire can be simplified to further reduce barriers. Alternatively, responses may be gathered through other methods, such as verbal discussions with potential suppliers.

Unsatisfactory responses from suppliers do not automatically disqualify a supplier. Agencies should work with suppliers during the contract to improve their modern slavery risk management.

Supplier Questionnaire to identify modern slavery risks

This questionnaire is designed for suppliers of goods and services to Queensland Government agencies/entities.

It aims to:

- Identify and assess modern slavery risks.
- Support efforts to mitigate modern slavery risks.
- Foster collaboration between Queensland government agencies/entities and suppliers to address modern slavery risks.

Suppliers are requested to complete the questionnaire honestly and in detail. Responses will remain confidential and will not be shared beyond the procuring agency/entity without consent or unless required by law.

Background

[Modern slavery](#) refers to exploitation through coercion, threats, or deception, including human trafficking, slavery and servitude, forced labour, debt bondage, forced marriage and the worst forms of child labour.

Queensland Government Commitment

The Queensland Government is dedicated to eliminating modern slavery. Under the [Queensland Procurement Policy \(QPP\) 2026](#), government agencies/entities must engage with suppliers who create positive economic, environmental and social impact.

Suppliers are expected to adhere to the [Modern Slavery Act 2018 \(Cth\)](#) and other ethical procurement considerations including the [Human Rights Act 2019 \(Qld\)](#) and the [Queensland Government Supplier Code of Conduct 2026](#).

Collaborating to identify and address modern slavery risks in supply chains is a vital step towards eliminating these practices and promoting ethical business conduct. Tackling modern slavery risks is vital for reducing exploitation, promoting ethical practices, enhancing corporate social responsibility, strengthening business integrity, and ensuring a more transparent and sustainable supply chain. By completing this questionnaire, suppliers contribute to identifying risks and fostering ethical practices in government procurement.

Support available

Suppliers have access to various resources and support to help them understand and address modern slavery risks within their operations and supply chains.

This includes:

- The Commonwealth Government has resources that can strengthen businesses responses to [Modern Slavery in Australia](#) and [Modern Slavery Statement](#).
 - [Walk Free](#) has Modern Slavery Benchmarking Tool.
 - [Australian Red Cross](#) has developed a guide on addressing Modern Slavery for Australian businesses.
 - Many industries bodies offer training and resources tailored to specific sectors e.g. [Property Council of Australia](#) has a modern slavery guide for the property and construction industry.
 - [End Slavery](#) has a free Modern Slavery Training for Small Businesses.
 - [The University of Technology Sydney](#) (UTS) has free and paid Modern Slavery eLearning courses.
 - [Global Compact Network Australia](#) has developed a guide for Australian SMEs to identify, manage and mitigate modern slavery risks.
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Modern Slavery supplier self-assessment questionnaire

Contact details – Queensland Government agency/entity	
Agency/Entity name	
Contact Person	
Contact Email	
Contact Phone No.	

Please provide detailed and accurate responses to the questions below. Once completed, return the questionnaire to the nominated Queensland Government contact listed above.

Contact details – Supplier	
Organisation Name	
Australian Business Number (ABN)	
Organisation Address	
Contact person	
Contact email	
Contact phone no	
Date Questionnaire completed	

Additional Documentation	
Is your organisation required to report under the Modern Slavery Act (Cth) 2018? If so, please attach a copy of your modern slavery statement(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any other additional documentation you have attached to this questionnaire? If so, please list them here such as internal/external audits or third party social and ethical certifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Organisation structure

Supply Chain Visibility

This question is designed to assess your organisation's awareness and understanding of its supply chain in the context of modern slavery risks.

Visibility over the supply chain is essential for identifying and addressing potential instances of exploitation, forced labour, or unethical practices at all levels. In responding to this question consider:

- Does your organisation perform screening or due diligence checks of prospective suppliers to assess the risks of modern slavery that may occur in its operations and supply chains?
- Does your organisation require your suppliers to conduct due diligence for modern slavery risks on their suppliers?
- Does your organisation or any of its major suppliers operate or have operations in [countries identified as high-risk](#) for modern slavery?
- Does your organisation utilise [goods or services](#) that are known to have a high modern slavery risk factor?

To what extent does your organisation have visibility over its supply chain?

Please select one of the following options and provide an explanation for your choice:

- High:** Your organisation has fully mapped the supply chain for key products and services and identified all key suppliers across every level of the supply chain.
- Moderate:** Your organisation has identified major primary suppliers and has partially or fully mapped the supply chains for key products and services.
- Developing:** Your organisation has identified major primary suppliers but has limited or no visibility of supply chains beyond the primary level.

Modern Slavery policies

This question aims to evaluate your organisation's commitment to addressing modern slavery risks within its operations and supply chains.

Having a policy in place demonstrates a proactive approach to identifying, preventing, and mitigating the risks of modern slavery. It also highlights the steps your organisation is taking to ensure compliance with relevant legislation and ethical standards, while promoting transparency and accountability in tackling this critical issue.

Modern slavery can be managed either by adopting one comprehensive Modern Slavery Policy, or by embedding relevant measures within multiple organisational policies, such as the Supplier Code of Conduct, Human Rights Policy, and Complaints Management Systems.

Does your organisation have a policy or policies in place to address modern slavery?

- Yes**
- No**

If yes: Please provide details or a copy of the policy or policies. Include information on whether your organisation has a system in place to monitor compliance with these policies.

If no: Please outline what your organisation is currently doing or planning to do to identify, address, and manage modern slavery risks.

<p>Overseeing Modern Slavery</p> <p>This question seeks to understand whether your organisation has assigned responsibility for identifying, managing, and mitigating modern slavery risks within its operations and supply chains.</p> <p>Having a dedicated person or team ensures accountability, systematic record-keeping, and compliance with modern slavery legislation. It also demonstrates your organisation's commitment to ethical practices and its ability to effectively monitor, and address risks associated with contractors and subcontractors.</p>	<p>Does your organisation have a designated person or team responsible for managing modern slavery risks, including maintain records related to contractors and subcontractors involved in the goods and services you deliver?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes: Please provide details about the role and responsibilities of the person or team overseeing modern slavery risks.</p> <p>If no: Please explain how your organisation currently manages modern slavery risks and record-keeping related to contractors and subcontractors.</p>
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Training	
<p>Staff Training</p> <p>This question is designed to assess your organisation's efforts to build awareness and capacity among staff to identify, evaluate, and address modern slavery risks.</p> <p>Training is a critical component in equipping employees and supply chain partners with the knowledge and skills needed to recognise and respond to potential instances of modern slavery. It also reflects your organisation's commitment to fostering a culture of ethical responsibility and compliance with modern slavery legislation.</p>	<p>Does your organisation provide training to staff on how to identify, assess, and respond to modern slavery risks?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes: Please describe the type of training provided, including the roles or positions of staff who receive it. Additionally, indicate whether this training is extended to other organisations or staff within your supply chain.</p> <p>If no: Please outline whether your organisation has plans to implement modern slavery risk training for staff in the future.</p>

Supplier Engagement

Supplier Screening

This question aims to determine whether your organisation has established processes to identify and mitigate modern slavery within its supply chain.

Conducting supplier screening is a proactive measure to ensure ethical sourcing, comply with modern slavery legislation, and address potential risks before entering into supplier agreements.

Does your organisation conduct screening of all prospective suppliers to evaluate the risks of modern slavery within their operations and supply chains?

Yes

No

If yes: Please explain the process your organisation uses to conduct this screening.

If no: Please outline whether your organisation has plans to implement measures for screening prospective suppliers for modern slavery risks in the future.

Low-skilled Migrant Workers Awareness

This question is intended to assess your organisation's awareness of the presence of low-skilled migrant workers in its supply chains, as this group is particularly vulnerable to exploitation and modern slavery.

Understanding where these workers are employed helps identify potential risks and enables organisations to implement targeted measures to protect workers' rights and ensure compliance with modern slavery legislation.

In responding to this question consider:

- Are workers required to provide security deposits or pay recruitment fees?
- Are workers' original identity documents (e.g., passports, birth certificates) ever retained?
- Does the organisation deduct wages, impose fines, or withhold pay/entitlements from workers?
- Are workers paid their legal entitlements (including superannuation) on time, with clear pay slips showing calculations and deductions?
- Are workers given written contracts in a language they understand, with clear terms of employment, including wages and hours?
- If accommodation is provided, are regular checks conducted to ensure it meets legal and safety standards (e.g., fire safety, sanitation, privacy)?
- If accommodation is provided, are workers free to leave at any time?
- Are workers free to resign lawfully without penalty or restriction?

Are you aware of low-skilled migrant workers employed within your organisation's supply chains?

Yes

No

If yes: Please provide details about where low-skilled migrant workers are employed within your organisation's supply chain.

Response processes

<p>Addressing allegations</p> <p>This question seeks to understand your organisation’s approach to handling allegations of modern slavery or poor working conditions.</p> <p>A clear and effective response demonstrates your organisation’s commitment to ethical practices, compliance with modern slavery legislation, and the protection of human rights. It also highlights your organisation’s ability to take corrective action, mitigate risks, and uphold transparency and accountability in its operations and supply chains.</p>	<p>How would your organisation address allegations of modern slavery or substandard working conditions within its operations or supply chains?</p>
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<p>Due Diligence</p> <p>This question aims to evaluate the extent of your organisation’s efforts to proactively address modern slavery risks beyond standard practices. Additional due diligence activities demonstrate a commitment to ethical operations and, compliance with modern slavery legislation. These activities also help identify gaps, strengthen risk management processes, and promote transparency within your organisation and its supply chains.</p> <p>This could include:</p> <ul style="list-style-type: none">• Independent certification e.g. B Corporation certification• Supplier audits and assessment• Collaboration with Industry Groups• Enhanced contractual clauses	<p>Does your organisation undertake any additional due diligence activities to identify, prevent, and mitigate modern slavery risks within its operations and supply chains?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes: Please describe these activities in detail below.</p>
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