### How to use this tool

This tool can be used by procurement officers as a prompt for the types of questions, considerations and actions that can be used at different stages throughout the procurement process to raise awareness of modern slavery, identify risks and take action to contribute to its prevention.

These questions can be adjusted and applied as required using a risk-based approach considering the particular circumstances of the procurement, and in relation to the types of risk factors of modern slavery that may be present.

This tool has been adapted from the [*Tackling Modern Slavery in Government Supply Chains: A guide for Commercial and Procurement Professionals*](https://www.gov.uk/government/publications/procurement-policy-note-0519-tackling-modern-slavery-in-government-supply-chains), UK Government (2019).

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| Awareness and understanding – preparation  |
| Do you have an understanding of what ‘modern slavery’ is and how it can occur in supply chains? Have you read the [*Eliminating modern slavery in government supply chains*](https://www.forgov.qld.gov.au/finance-and-procurement/procurement/procurement-resources/procurement-policies-and-frameworks/eliminating-modern-slavery) guidance materials?  |
| Have you asked suppliers about their level of understanding of modern slavery risks in supply chains? Have you linked suppliers to information or training available about this?  |
| Planning and specification  |
| Have you considered the risk factors for modern slavery for the type of procurement you’re planning to undertake? You can refer to the guidance or modern slavery training for more information on risk factors to consider.  |
| Have you communicated expectations of compliance with legislative/policy requirements to the market/potential bidders?e.g. compliance with the reporting obligations under the [*Modern Slavery Act 2018*](https://www.legislation.gov.au/Details/C2018A00153) (Cth) and requirements of the [*Human Rights Act 2019*](https://www.legislation.qld.gov.au/view/pdf/asmade/act-2019-005)(where applicable), and compliance with clause 4.4 of the [Supplier Code of Conduct](https://www.forgov.qld.gov.au/finance-and-procurement/procurement/procurement-resources/procurement-policies-and-frameworks/queensland-government-supplier-code-of-conduct). |
| Have you communicated any assessed modern slavery risks to the market / potential bidders? Have you asked suppliers to demonstrate their understanding and assessment of the risks? Do they agree with your assessment?  |
| Have you considered using [**Tool 4: Supplier Self-assessment Questionnaire**](https://www.forgov.qld.gov.au/finance-and-procurement/procurement/procurement-resources/search-for-procurement-policies-resources-tools-and-templates/supplier-self-assessment-questionnaire-template-modern-slavery-toolkit), and adjusting it as required? e.g. adding further questions for high risk contracts, or simplifying to reduce any barriers for SMEs, social enterprises or Aboriginal or Torres Strait Islander businesses, or other formats of delivery like verbal discussions with the potential supplier to respond to the questionnaire.  |
| Has the award criteria specified expectations regarding preventing the risk of modern slavery? How?  |
| What evidence will suppliers be asked to provide to demonstrate responses to the risk of modern slavery, including any required monitoring and remedy arrangements? Is the evidence required proportionate to the modern slavery risk? Evidence might include: * any defined corporate statements, strategies, policies or procedures for responding to modern slavery,
* demonstrated understanding of the risk factors and assessment of the risks – including down the supply chain,
* demonstrated understanding of the legal requirement for reporting under the *Modern Slavery Act 2018* (Cth) (where applicable), and demonstrated compliance with this,
* established grievance channels for complaints and whistleblowing,
* established remediation mechanisms and actions in response if modern slavery is found to be occurring in the supply chain,
* training for employees on human rights and the risk of modern slavery,
* established processes for reporting and monitoring of modern slavery risk management.

Can you adjust any requirements for evidence as appropriate to prevent barriers to participation for SMEs, social enterprises or Aboriginal or Torres Strait Islander businesses? How will the credibility of this evidence be assessed?  |
| Are workforce conditions, employment practices and a bidder’s recruitment practices relevant to the subject matter of the contract? Have any minimum requirements or award criteria been clearly set out to bidders, where relevant? Have you tested this with the market to ensure it is not burdensome for SMEs, social enterprises or Aboriginal or Torres Strait Islander businesses from bidding?  |
| Evaluation and selection  |
| How will you verify that the mandatory criteria for [Ethical Supplier Mandate and Ethical Supplier Threshold](https://www.epw.qld.gov.au/about/strategy/buy-qld/compliance-complaints/ethical-suppliers) (where applicable) have been met by the supplier? How will you verify any criteria related to modern slavery specifically have been met (such as Clause 4.4 of the Supplier Code of Conduct and compliance with reporting requirements under the *Modern Slavery Act 2018* (Cth)and the *Human Rights Act 2019* (where applicable)?  |
| What evidence will bidders provide to demonstrate they have addressed any specification requirements in relation to managing modern slavery risks? (see examples of evidence further above) Including risks down the supply chain where subcontractors are used? Is the evidence required proportionate to the risk?  |
| Contract award  |
| Have the terms and conditions of the contract addressed the risks of modern slavery? Have you considered using the new sample contract terms that require compliance with the *Modern Slavery Act 2018 (Cth)* and the *Human Rights Act 2019*? Refer to [**Tool 2: Sample contract clauses**](https://www.forgov.qld.gov.au/finance-and-procurement/procurement/procurement-resources/search-for-procurement-policies-resources-tools-and-templates/sample-contract-clauses-modern-slavery-tool-2). Have you considered any other appropriate contract terms? e.g. consider requiring site visits and/ or being provided with ongoing risk management information or reports on risk management (see Contract management stage below for further suggestions). Do the terms and conditions pass unnecessary risks to suppliers? Are the terms and conditions suitable for SMEs, social enterprises or Aboriginal or Torres Strait Islander businesses? |
| Contract management  |
| Are there proposed performance measures in place to monitor progress against managing modern slavery risks? Are these proportionate?  |
| Have you set out how communication and reporting lines will be established with the supplier? This may form part of proactive contract management and supplier relationship management processes. |
| Was a requirement to regularly report on modern slavery risks specified? How will supplier performance be managed in this regard? Are these proportionate to the risk? e.g. completion of the [**Tool 4: Supplier self-assessment questionnaire**](https://www.forgov.qld.gov.au/finance-and-procurement/procurement/procurement-resources/search-for-procurement-policies-resources-tools-and-templates/supplier-self-assessment-questionnaire-template-modern-slavery-toolkit) on an annual basis. |
| Are site visits / audits necessary to monitor modern slavery risks? If so, who is responsible?  |
| Have you established a clear and unambiguous process for reporting and responding to suspected incidents of modern slavery? Are you establishing a modern slavery allegations register or will you utilise the complaints management system register? |
| Do you have a business continuity plan in place to ensure continued safe service delivery if modern slavery risks are identified or cases of modern slavery have been reported? Have you established a diverse range of suppliers as part of maintaining business continuity? |