

# Modern Slavery Risk Assessment

PHX119

## Contents

Company Name.....	2
Assessment Date .....	2
Section 1: Supplier Information.....	2
Section 2: Employment and Recruitment Practices .....	3
Section 3: Work And Living Conditions .....	4
Section 4: Wages And Benefits .....	5
Section 5: Child Labour And Forced Labour .....	5
Section 6: Freedom Of Association .....	6
Section 7: Grievance Mechanisms .....	7
Section 8: Training And Policies.....	7
Section 9: Supply Chain Management .....	8
Section 10: Third-Party Audits and Certifications.....	8
Risk Assessment Prepared By .....	9
Date .....	9
Follow-Up Actions Needed .....	9
Follow-Up Date .....	9
Version Control .....	10
Document Approval.....	10

Company Name

Assessment Date

## Section 1: Supplier Information

### 1.1 Supplier Name

### 1.2 Supplier Address

### 1.3 Supplier Contact Information

### 1.4 Description of Goods/Services Provided

### **1.5 Country/Countries of Operation**

## **Section 2: Employment and Recruitment Practices**

### **2.1 Is there a formal, written employment contract for each worker in a language they can understand?**

### **2.2 What is the nature of the recruitment process (direct, through agencies, etc.)?**

### **2.3 How does the supplier ensure that recruitment agencies do not charge fees to workers?**

## Section 3: Work And Living Conditions

### **3.1 Can you describe your workplace conditions (working hours, safety measures, etc.)?**

### **3.2 Are workers free to leave their employment or workplace?**

### **3.3 Is there a policy or practice of holding workers' identity documents?**

### **3.4 Are living accommodations, if provided, safe and decent?**

## Section 4: Wages And Benefits

### 4.1 Are all workers paid at least the minimum wage?

### 4.2 How are wages paid (cash, check, electronic transfer, etc.)?

### 4.3 Are workers given pay slips that detail wage calculations?

### 4.4 Are there any deductions from wages, and if so, what for?

## Section 5: Child Labour And Forced Labour

### 5.1 What measures are in place to prevent child labour and forced labour?

**5.2 Have there been any incidents of child labour or forced labour? If yes, how were these handled?**

## Section 6: Freedom Of Association

**6.1 Are workers free to join unions or other worker associations?**

**6.2 Are there any worker representation bodies? If so, how are they recognized and treated?**

## Section 7: Grievance Mechanisms

**7.1 What mechanisms are available for workers to report grievances, including potential cases of modern slavery?**

**7.2 How are grievances handled and resolved?**

## Section 8: Training And Policies

**8.1 Is there a policy on modern slavery?**

**8.2 Is there training for staff on modern slavery and human rights issues?**

## Section 9: Supply Chain Management

### 9.1 Does the supplier know all the entities in their supply chain?

### 9.2 Are there processes to assess modern slavery risks throughout the supply chain?

## Section 10: Third-Party Audits and Certifications

### 10.1 Has the supplier undergone third-party audits for labour standards?

### 10.2 If audits have been conducted, what were the key findings and actions taken?



Risk Assessment Prepared By

Date

Follow-Up Actions Needed

Follow-Up Date

## Version Control

<u>Author</u>	<u>Version</u>	<u>Date</u>	<u>Description</u>
Geoff McGann	1.0	25/07/2023	Original Document

## Document Approval

<u>Name</u>	<u>Version</u>	<u>Date</u>	<u>Position</u>
Clare Metcalfe	1.0	26/07/2023	Operations Director

Signed: *Clare Metcalfe* Clare Metcalfe, Operations Director

Dated: 26/07/2023