



Supplier Questionnaire

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1 Preamble

Why has this questionnaire been developed?

This Questionnaire has been developed to help the University assess suppliers' policies and practices on modern slavery and principles of the [Queensland Procurement Policy](#). This is a first step in working with suppliers to understand their operations and supply chains.

How should this questionnaire be used?

This Questionnaire will be provided to existing and prospective suppliers to gain an understanding of supplier's operations. This includes their approaches to addressing modern slavery risks and identify where suppliers meet Queensland Procurement Policy objectives. These questions may also be integrated into tender processes and evaluation criteria. Suppliers are only requested to respond to an initial request or where the circumstances have changed for the supplier since first responding.

Who should use the questionnaire?

The Questionnaire is designed to be used by University staff both when undertaking future procurements and contract management activities. This includes assessing modern slavery risks in existing contracts which are not procurement in nature.

Who will the answers of the questionnaire be made available to?

The responses to this Questionnaire are confidential and will be handled in accordance with the University's [Privacy Policy](#). Aggregated deidentified summaries may be shared through the annual submission of the University's Modern Slavery Statement and reporting frameworks outlined in the Queensland Procurement Policy.

2 Supplier Information

Supplier Information

Supplier Name

Australian Business Number

Australian Company Number

USQ Supplier Number (if known)
(refer to past purchase orders)

Supplier Contact (Name)

Supplier Contact (Email)

Supplier Contact (Phone)

Questionnaire Date

Supplier Address (registered office)

Number

Street

Suburb

Post Code

Country

3 Questionnaire

3.1 Aboriginal and Torres Strait Business

Is the Supplier classified as an Aboriginal or Torres Strait Business?

Yes

No

3.2 Social Objectives

Is the Supplier classified as a Social Enterprise?

Yes

No

3.3 Small to Medium Enterprise

How many employees are employed by the organisation?

Less than 20

20 – 200

More than 200

3.4 Ethical Supplier Threshold

The Ethical Supplier Threshold outlines the wage and entitlement standards expected of suppliers who wish to do business with the University. In order to comply with the Ethical Supplier Threshold, the Supplier warrants that:

From 1 August 2019, it **has not**:

1. Contravened a civil remedy provision of Chapter 2 or Chapter 3 of the Fair Work Act 2009 (Cth), or committed an offence against the Fair Work Act?
2. Contravened a civil remedy provision of Chapter 2, 3, 4, 5, or 7 of the Industrial Relations Act 2016, or committed an offence against the Industrial Relations Act, or failed to pay employment related levies, or other payments, established under Queensland legislation?
3. Failed to make superannuation contributions on behalf of employees in accordance with law?
4. Purported to treat employees as independent contractors, where they are not?
5. Required persons who would otherwise be employees to provide an Australian Business Number so that they could be treated as independent contractors?
6. Engaged persons on unpaid work trials or as unpaid interns, where they should be treated as employees?
7. Entered into an arrangement for the provision of labour hire services with a person who is not licensed under the Labour Hire Licensing Act 2017, or a supplier who is an unlicensed provider under the Act?
8. Paid employees wages below those provided for in an applicable modern award?

Does the Supplier comply with the Ethical Supplier Threshold?

Yes

No

3.5 Modern Slavery

Is the Supplier required to report under the Modern Slavery Act 2018?

Yes

No, but we voluntarily submit a report

No

I don't know

How much visibility does the Supplier have over its supply chain?

Developing – You have identified major Tier One suppliers and have very limited or no visibility of supply chain.

Moderate – You have identified major Tier One suppliers and have partially or fully mapped the supply chain

High – You have mapped out the full supply chain

I don't know
