

MCCORMACK

CONTRACTOR QUESTIONNAIRE

Select the applicable

Employee Details

1. Do you provide all of your employees with a copy of the Fair Work Information Statement when they start work with you?

Yes No

2. Do you engage any independent contractors?

Yes No

If yes, are you sure that they are genuine contractors and not employees?

Yes No

3. Does a modern award or an enterprise agreement apply to your employees?

Yes No

If yes, please provide details:

4. Do you provide all of your employees with their entitlements under the National Employment Standards in the *Fair Work Act 2009* (eg. annual leave, sick/carer's leave, compassionate leave, family and domestic violence leave, parental leave, long service leave, notice of termination of pay in lieu of notice, redundancy pay)?

Yes No

Information about employee entitlements is available on the [Fair Work Ombudsman's website](https://www.fairwork.gov.au) www.fairwork.gov.au. In particular, you can search for your modern award, and use the Fair Work Ombudsman's pay tools and award-specific pay guides to calculate minimum pay rates under your award.

5. What is the size of your workforce?

Less than 20

20 to 50

Greater than 50

Compliance History

1. In the last three years have you been subject to any compliance activity by the Fair Work Ombudsman, including but not limited to penalty infringement notices, compliance notices, enforceable undertakings, proactive compliance deeds or court orders?

Yes No

2. If yes, please provide details, and confirm whether or not you have complied with the requirements of the notice, undertaking, deed or court order in full?

Team Management

1. Do you utilise subcontractors to deliver your general scope of works?

Yes No

If yes, please explain how you will ensure that your subcontractors are complying with their obligations under the *Fair Work Act 2009* and *Fair Work Regulations 2009*?

2. Do you engage apprentices/trainees?

Yes No

If yes, how do you control their activity on sites.

3. What is your process of supervising your teams across multiple projects?



Heath & Safety

1. How do you manage H&S, inductions, wellbeing and incidents?

2. Do you have a H&S manager in your business?

Yes No

3. How do you accommodate team members where English is their second language?

4. How are your teams supervised on projects?

5. When preparing your SWMS please list your key criteria:

6. Have you had any recordable incidents in the last 24 months? If so, what has been put in place to prevent reoccurrence?

Contract Management

1. Have you utilised Build Logic Project Management Software?

Yes No

2. Have you used Procore? If so, how proficient are you with the system?

Advanced Intermediate Beginner No Experience

3. Have utilised 1Breadcrumb?

Yes No

4. Do you have third party accreditations and/or endorsements? (Please list current certificates)

Yes No

5. What process is undertaken by your teams to deliver on time, defect free, and to budget?

Sustainability

1. Does your organisation have an Environmental Policy?

Yes No

2. Do you engage in any agreements relating to recycling, sustainability or carbon control? Please list below:

General Information

1. What industry sectors have you been engaged in?

Commercial Fitout Commercial Refurbishment Education
Health Government Industrial

2. Preferred contract range, please list:

\$min _____ > \$max _____

3. Who have you contracted to on projects? Please supply four references:

Company Name:

Contact:

Phone:

Company Name:

Contact:

Phone:

Company Name:

Contact:

Phone:

Company Name:

Contact:

Phone:

Modern Slavery

Modern slavery is a crime where there has been situations of coercion, threats, or deception used to exploit victims and undermine or deprive them of their freedom. The definition of 'modern slavery' under the Modern Slavery Act includes serious exploitation such as trafficking, slavery, servitude, forced labour, debt bondage, the worst forms of child labour, and deceptive recruitment of labour or services.

Do you have a Modern Slavery policy?

Yes No

Do you supply or utilise products from overseas?

Yes No

If Yes, what steps do you take to ensure that you comply to the Modern Slavery Act?

Aboriginal Participation

Does your organisation partner with or directly employ Aboriginal and Torres Strait Islander people?

Yes No

If Yes, outline details of your business's current levels of Indigenous employment or Indigenous supply use?



Accreditations

1. Do you have third party accreditations:

- | | | | |
|--------------|--------------------------|------------------------------|-----------------------------|
| a. ISO 9001 | Quality Management | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. ISO 45001 | OHS Management | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. ISO 14001 | Environmental Management | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

SUPPLIER CODE OF CONDUCT AND SUBCONTRACT CONDITIONS

Follow the below inks to download and review our Supplier Code of Conduct and Subcontract Conditions:

[\[McCormack Supplier Code of Conduct\]](#)

[\[Subcontract Conditions\]](#)

Declaration

1. I understand my responsibilities to maintain a safe work environment for workers & the public.
2. Abide by the relevant State or Territory Work Health & Safety Acts/Regulations, Codes or Practice.
3. All contract works will comply with the current codes, standards & local governing body requirements.
4. I hereby acknowledge having read and understood the Supplier Code of Conduct and Subcontract Conditions as part of our engagement with McCormack.

Note: Declaration must be signed by the Company Director.

Company: _____

Name: _____ Position: _____

Signature: _____ Date: _____