

MCCORMACK

SUPPLIER ONBOARDING QUESTIONNAIRE

Please provide detailed information for each question. If any required details are missing, McCormack will follow up for additional information to meet our requirements and it could delay the onboarding process.

EMPLOYMENT

1. Does your company comply with all Fair Work requirements? This includes but is not limited to providing all employees with a Fair Work Information Statement at the commencement of their employment.

Yes ☐ No ☐

2. 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](http://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.

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

Yes ☐ No ☐

If **yes**, please provide details:

4. How does your organisation ensure employees on temporary work visas are working in compliance with their visa conditions?

5. What is the size of your workforce?

Less than 20 ☐ 20 to 50 ☐ Greater than 50 ☐

6. 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?

7. Please provide 3 references from previous projects where you have provided services.

COMPANY NAME:	
CONTACT:	PHONE:

COMPANY NAME:	
CONTACT:	PHONE:

COMPANY NAME:	
CONTACT:	PHONE:

COMPLIANCE

1. In the last three years have you been subject to any compliance activity by the Fair Work Ombudsman and/ or any other regulatory body? This includes but is not limited to penalty infringement notices, compliance notices, enforceable undertakings, proactive compliance deeds or court orders.

Yes ☐ No ☐

If **yes**, please provide details, and confirm whether you have complied with the requirements of the notice, undertaking, deed or court order in full?

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.

2. Do you have a Modern Slavery policy?

Yes ☐ No ☐

If yes, please upload within the Supporting Information section in the online application.

3. 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?

4. Do you have the below third-party accreditations?

ISO 9001	Quality Management	☐
ISO 45001	OHS Management	☐
ISO 14001	Environmental Management	☐

If you have any of the above accreditations, please provide copies of certificates within the Supporting Information section in the online application.

ENVIRONMENTAL

1. Do you have an Environmental Policy?

Yes ☐

No ☐

If yes, please upload within the Supporting Information section in the online application.

2. Have you established a documented procedure to monitor and measure the environmental impact of your operations i.e waste management?

Yes ☐

No ☐

If yes, please provide details:

3. Have you previously worked on Green Star projects?

Yes ☐

No ☐

If yes, please provide details:

SUPPLIER CODE OF CONDUCT & PURCHASE CONDITIONS

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

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

[\[Purchase Conditions\]](#)

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 Purchase Conditions as part of our engagement with McCormack.

Note: This declaration must be signed by a Company Director or Authorised Representative.

Company:	
Name:	Position:
Signature:	Date:

