

Modern Slavery Act Compliance Checklist

A modern slavery statement is prepared for the purposes of any of the following:

- (a) section 13 (modern slavery statements for single reporting entities);
- (b) section 14 (joint modern slavery statements);
- (c) section 15 (Commonwealth modern slavery statements).

I. Mandatory criteria for modern slavery statements (section 16) checklist

A modern slavery statement must, in relation to each reporting entity covered by the statement:

- ☐ a) identify the reporting entity
- ☐ b) describe the structure, operations and supply chains of the reporting entity
- ☐ c) describe the risks of modern slavery practices in the operations and supply chains of the reporting entity, and any entities that the reporting entity owns or controls
- ☐ d) describe the actions taken by the reporting entity and any entity that the reporting entity owns or controls, to assess and address those risks, including due diligence and remediation processes
- ☐ e) describe how the reporting entity assesses the effectiveness of such actions
- ☐ f) describe the process of consultation with:
 - (i) any entities that the reporting entity owns or controls; and
 - (ii) in the case of a reporting entity covered by a statement under section 14—the entity giving the statement; and
- ☐ g) include any other information that the reporting entity, or the entity giving the statement, considers relevant.

Example: For paragraph d, actions taken by an entity may include the development of policies and processes to address modern slavery risks, and providing training for staff about modern slavery.

A modern slavery statement, other than a statement to be given under the Commonwealth modern slavery statements, must include:

- ☐ (a) for a statement to be given under the modern slavery statements for single reporting entities—details of approval by the principal governing body of the reporting entity; or
- ☐ (b) for a statement to be given under the joint modern slavery statements

Modern slavery statements for single reporting entities checklist

A reporting entity must give the Minister a modern slavery statement for the entity, for a reporting period, unless a modern slavery statement has been given covering the entity for that period under joint modern slavery statements or Commonwealth modern slavery statements

The reporting entity must ensure that the statement:

- ☐ a) complies with section 16; and
- ☐ b) is prepared in a form approved by the Minister; and
- ☐ c) is approved by the principal governing body of the entity; and
- ☐ d) is signed by a responsible member of the entity; and
- ☐ e) is given to the Minister within 6 months after the end of the reporting period for the entity, in a manner approved by the Minister.

Joint modern slavery statements checklist

An entity, other than the Commonwealth, may give the Minister a modern slavery statement covering one or more reporting entities (which may include the entity giving the statement), for a reporting period for those reporting entities.

The entity giving the statement must ensure that it:

- ☐ a) complies with section 16; and
- ☐ b) is prepared in a form approved by the Minister; and
- ☐ c) is prepared in consultation with each reporting entity covered by the statement; and
- ☐ d) is approved by the principal governing body of:
 - (i) each reporting entity covered by the statement; or
 - (ii) an entity (the higher entity) which is in a position, directly or indirectly, to influence or control each reporting entity covered by the statement, whether or not the higher entity is itself covered by the statement; or
 - (iii) if it is not practicable to comply with subparagraph (i) or (ii)—at least one reporting entity covered by the statement; and
- ☐ e) is signed by a responsible member of:
 - (i) if subparagraph (d)(i) applies—each reporting entity covered by the statement; or
 - (ii) if subparagraph (d)(ii) applies—the higher entity; or
 - (iii) if subparagraph (d)(iii) applies—each reporting entity to which the subparagraph applies; and
- ☐ f) is given to the Minister:
 - (i) within 6 months after the end of the reporting period for the entities covered by the statement, in a manner approved by the Minister; or
 - (ii) within a period prescribed by rules made for the purposes of this subparagraph.

Commonwealth modern slavery statements checklist

The Minister must prepare a modern slavery statement for the Commonwealth, for a reporting period, covering all non-corporate Commonwealth entities within the meaning of the Public Governance, Performance and Accountability Act 2013.

The Minister must ensure that the statement:

- a) complies with section 16; and
- b) is prepared within 6 months after the end of the reporting period.

Begin your modern slavery statements easily and accurately

Identify supply chain risks with Robobai's AI powered Modern Slavery Module. Using 3 Key Risk Lenses that sifts through:

- Supplier company profiles
- Country of origin
- Product category

You will have a credible data set presented in an intuitive dashboard that provides High, Medium and Low risk profile identification across spend base.

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