WHS DOCUMENTS & TEMPLATES

DOC-MSL-TPL · Modern Slavery and Worker Exploitation Policy

Product Overview

For: Any business that buys goods or services, uses labour hire or contractors, or has to report on modern slavery

Version 1.0 · 22 November 2026

Prevent, find and respond to modern slavery and worker exploitation in your own operations, your labour hire and your supply chain: a plain-English policy with red flags and a response that puts workers first, a supplier questionnaire, a risk register and a concern and remediation record.

The policy covers its purpose and scope, what modern slavery and worker exploitation mean in plain words, your commitments, who does what, finding the risk through supply chain due diligence, labour hire and contractors, the red flags to look for, raising a concern safely, responding and putting it right with the people affected first, training, and reporting and review.

The Supplier Modern Slavery Questionnaire asks suppliers, labour hire providers and contractors about their business, their workers and their own suppliers. The Supply Chain Risk Register rates each supplier and tracks actions. The Concern and Remediation Record follows a concern from safety first to remediation. All four are in Word, with PDF copies.

Written to work in any country, with Australian law as the worked example. The guide says what to check where you work. In Australia, its state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Modern slavery and worker exploitation policy: definitions, commitments, roles, due diligence, labour hire, red flags, raising concerns, response and remediation, training and review	02_TEMPLATE/Modern Slavery and Worker Exploitation Policy.docx and .pdf
Supplier questionnaire: the supplier's business, its workers, its own suppliers, and a declaration	02_TEMPLATE/Supplier Modern Slavery Questionnaire.docx and .pdf
Supply chain risk register: each supplier's risk factors, rating, questionnaire and actions	02_TEMPLATE/Supply Chain Risk Register.docx and .pdf
Concern and remediation record: the concern, safety first, finding out and reporting, and putting it right	02_TEMPLATE/Concern and Remediation Record.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief with Australia as the worked example, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

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How to Use This Template

How to complete, adapt and keep the modern slavery and worker exploitation policy

1 What this template is for

Modern slavery and worker exploitation are often hidden in supply chains, labour hire and subcontracting. A business that looks for the risk, asks the right questions, and responds well when it finds harm protects workers and itself. This policy gives you a clear, proportionate way to do that, with the people affected first.

2 How to use it

Step	What to do
1	Name your modern slavery contact, and fill in the placeholders.
2	Check the law where you operate: whether you must report on modern slavery, and the licensing rules for labour hire providers.
3	Map your main suppliers, labour hire providers and contractors in the risk register, and rate each one.
4	Add the supplier terms to your contracts, and send the questionnaire to your highest-risk suppliers first.
5	Set up a confidential way to raise concerns, and train the people who buy, hire and supervise.
6	Have the chief executive or owner approve the policy, and use the Concern and Remediation Record for every concern.
7	Review the register and the policy every year.

3 Who does what

Who	What they do
Modern slavery contact	Coordinates due diligence, receives concerns and keeps the records
Procurement	Assesses suppliers and follows up red flags
Managers	Use approved labour hire and watch for red flags
Chief executive or owner	Approves and resources the policy, and any statement

4 The law, in brief

Health and safety laws differ by country and, in some countries, by state or province. Check the law, regulator and codes or guidance that apply where you work. Some industries, such as mining, have extra laws. Section 5 shows how the law works in Australia, as the worked example. Elsewhere, start with your health and safety regulator's website.

5 The law in Australia (the worked example)

Health and safety laws require a business to look after everyone who works for it, including labour hire and contract workers. Employment, migration, criminal and human rights laws also apply, and in many countries larger businesses must report on the risks of modern slavery in their operations and supply chains.

In Australia, the Commonwealth's modern slavery law requires larger businesses and other entities, the reporting entities, to publish a statement each year on their risks and what they are doing about them, and New South Wales has its own modern slavery law. Slavery, servitude, forced labour, debt bondage and trafficking are serious crimes,

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[Company name]

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Modern Slavery and Worker Exploitation Policy

Preventing, finding and responding to modern slavery and worker exploitation in our operations and supply chain

1 Purpose

Modern slavery and worker exploitation happen in every country and every industry, often out of sight in supply chains, labour hire and subcontracting. **[Company name]** does not accept them in our own work, or in the work done for us. This policy sets out what we expect, how we look for the risk, how anyone can raise a concern safely, and how we respond, putting the people affected first.

2 Scope

This policy applies to everyone who works for us or on our behalf, including employees, casual workers, labour hire workers, contractors and subcontractors, and to our suppliers and their suppliers, wherever the work is done. It covers how we hire, how we buy, and how we respond to concerns.

3 What we mean

Term	In plain words
Modern slavery	Serious exploitation where a person cannot refuse or leave because of threats, violence, coercion, deception or abuse of power. It includes forced labour, debt bondage, human trafficking, servitude, slavery, deceptive recruitment, forced marriage and the worst forms of child labour
Worker exploitation	Treatment that breaks workers' rights but may fall short of modern slavery, such as underpayment, unlawful deductions, unpaid work, sham contracting, excessive hours, and unsafe or unhealthy work or housing. Left alone, it can become modern slavery
Supply chain	The businesses that provide the goods and services we buy, and the businesses that supply them, through to raw materials
Remediation	Putting things right for the people harmed: safety, support, repayment of what is owed, and changes so it does not happen again

4 Our commitments

- We do not use forced, bonded, trafficked or child labour, and we do not accept it from our suppliers
- Workers are never charged fees to get a job with us or our labour hire providers, and never have identity documents, wages or bank cards held by anyone
- Everyone who works for us is paid at least what the law and their agreement require, on time, with clear records
- Workers are free to leave their job and their accommodation, and to join or not join a union
- We look for the risk in our operations and supply chain, starting where it is highest, and we act on what we find
- We pay suppliers fairly and on time, and do not set prices or deadlines that could only be met by exploiting workers
- Anyone can raise a concern safely, and nobody is punished for raising one in good faith
- When we find harm, we put the people affected first, and we work to put it right

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Supplier Modern Slavery Questionnaire

For suppliers, labour hire providers and contractors. Answer honestly: we would rather work with you on a problem than not know about it

Supplier name		**Goods or services supplied**	
Where the goods are made, or the work is done		**Completed by (name and role)**	
Date		**Contact email or phone**	

1 Your business

Question	Yes	No	Details or evidence
Do you have a policy on modern slavery, forced labour or worker exploitation?	☐	☐	

The rest of this page, and the rest of this document, are in the full product.

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Prevent, find and respond to modern slavery and worker exploitation in your own operations, your labour hire and your supply chain: a plain-English policy with red flags and a response that puts workers first, a supplier questionnaire, a risk register and a concern and remediation record.

What the full product contains

- **Modern slavery and worker exploitation policy: definitions, commitments, roles, due diligence, labour hire, red flags, raising concerns, response and remediation, training and review**
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Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

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