

Oxfam Supplier Questionnaire

An asterisk () indicates a mandatory question*

SECTION 1: COMPANY PROFILE

*** 1. Company Name**

*** 2. ABN or Company Registration Number (enter number without spaces)**

*** 3. Registered Address**

4. Parent Company Name (if exists)

*** 5. Please confirm if your organisation, parent company or subsidiary, has any involvement with the production or sales of the following.**

- Weapons
- Tobacco
- Pornography
- Extractives
- Logging
- Pharmaceuticals
- Gambling
- Alcohol
- None of the above

Others, please provide details



*** 6. Please state you position in the Supply / Service Chain.**

- Agent
- Manufacturer
- Service Provider
- Importer
- Distributor
- Reseller/Retailer

*** 7. Type of entity**

- Government Agency
- Not for Profit
- Partnership
- Limited Company
- Private Organisation
- Self-employed
- Co-operative
- Sole Trader

SECTION 2: MANAGEMENT SYSTEMS AND POLICIES

*** 8. Confirm which policies your organisation has in place**

- Quality
- Health & Safety
- Environmental Management
- Labour Standards
- Equal Opportunities
- Training and Development
- Social Objectives
- Diversity
- Privacy/Data Protection
- None of the above

Other (please specify)



* 9. Is your company committed to achieving the ethical principles and standards in [Oxfam's Supplier Code of Conduct \(PDF\)](#)?

YES

NO

Please provide further details

* 10. Have you had a labour and/or environmental standards audit in the past two years?

YES

NO

Please provide further details

* 11. Do you identify your organisation as an Indigenous business?

YES

NO

* 12. Does your organisation have a Reconciliation Action Plan (RAP)?

YES

NO

SECTION 3: WORKPLACE PRACTICES

* 13. Under which operating model(s) does your organisation engage its workers?

Direct employment

Direct engagement of independent contractors

Engagement of sub-contractors (who in turn engage workers as employees or independent contractors)

Third party labour hire (workers are supplied by a third party 'on hire' labour service provider, and may be temporary employees or independent contractors)



*** 14. What is the minimum age of worker your company employees?**

- 15 years or younger
- 16 years
- 17 years
- 18 years
- 19 years
- 20 years
- 21 years or older

Comments

*** 15. Explain how you ensure workers are not hired below the minimum age requirement.**

*** 16. Do you have systems in place to ensure employees and potential employees have the right to work in your country?**

- YES
- NO

Please provide further details

*** 17. Do you directly employee any staff to carry out the services you provide to Oxfam?**

- YES
- NO



*** 18. Are they covered by an award, registered agreement or the national minimum wage?**

YES

NO

Please provide the name or number of any award or registered agreement.

*** 19. Do you provide your employees with their minimum pay rates (including penalties, allowances and overtime), breaks and leave?**

YES

NO

*** 20. Do you keep employee records and give pay slips?**

YES

NO

*** 21. How do you ensure employees are aware of their rights?**

Written Contracts

Staff notice boards

Intranet

Employee handbook

None of the above

Other (please specify)



*** 22. What forms of worker representation are used?**

- Union
- Employees share ownership
- Elected Health & Safety Committee
- Workers Co-operative
- Works council
- Staff Association
- None of the above

Other (please specify)

*** 23. Do you subcontract any of the services you provide to Oxfam?**

- YES
- NO

If yes, briefly state why they are independent contractors rather than employees

*** 24. What work do you subcontract?**

*** 25. Do you monitor your subcontractor's compliance with workplace laws?**

- YES
- NO

How do you do this?

*** 26. Do you use any third party labour hire for any of the services you are providing to Oxfam?**

- YES
- NO



*** 27. Have you or your business ever been investigated by the Fair Work Ombudsman?**

YES

NO

What was the outcome?

*** 28. Do you have a formal compliance strategy in place in relation to workplace laws?**

YES

NO

*** 29. Have you or your business been involved in any court proceedings in relation to non-compliance with workplace laws?**

YES

NO

What was the outcome?

SECTION 4: ENVIRONMENTAL STANDARDS

*** 30. How do you ensure that your organisation meets all applicable environmental laws/regulations?**

Please indicate the steps you have in place to support this.



*** 31. Please indicate areas that are included in your organisation's environmental policy**

- Energy
- Waste
- Pollution
- Forestry
- Materials use
- Transport / travel
- Land use
- Climate Change
- Water
- Biodiversity
- None of the above

Other (please specify)

*** 32. Do your sites have waste management practices in place?**

- YES
- NO

Please provide further details

*** 33. Have you identified and assessed the significant environmental impacts of your business?**

- YES
- NO

Please provide further details



*** 34. Have you identified and assessed the significant environmental impacts of your products and services?**

YES

NO

Please provide further details

*** 35. Please describe how you manage your environmental impacts and, if applicable, indicate the associated reduction targets and your progress against these targets**

*** 36. Do you use/source any renewable 'Green Energy' for your operations?**

YES

NO

Please provide further details

*** 37. Have you had an on-site environmental audit report in the last 3 years?**

YES

NO

Please provide further details

SECTION 5: SOURCING STANDARDS

*** 38. What do you supply Oxfam?**

Select one from:

- Venue, Accommodation & Conference Facilities
- Advertising, Market Research & Creative Services
- Couriers, Postal & Freight Services
- Events
- Face-to-Face & Telemarketing
- Facilities Management
- Finance, Audit & Legal Services
- Fleet
- Fundraising Services
- HR Services
- IT Products & Services
- Office & Shop Supplies
- Printing
- Promotional Goods
- Property / Utilities
- Subscription & Membership Fees
- Translation
- Travel & Lodgings
- Work Contracts
- Other Services

*** 39. Do your goods/services carry the Oxfam brand?**

YES

NO



*** 40. Do you have any of the following ethical/environmental, legal and technical management standards?**

Note: Not all standards will apply to your business.

- ISO20400 – Sustainable Procurement
- ISO9001 – Quality
- ISO14001 – Environment
- ISO26000 – Social Responsibility
- SA8000 – Labour Standards
- ISO50001 – Energy
- ISO31000 – Risk
- ISO22000 – Food Safety
- ISO27001 – IS Security
- FSC – Forest Stewardship Council
- None of the above

Other (please specify)

*** 41. Do you buy-in any products/services for Oxfam?**

- YES
- NO

Please provide further details



*** 42. Which of the following do you assess your suppliers against?**

- Quality
- Management
- Production
- Financial
- Labour Standards
- Business Ethics
- Environment
- None of the above

Other (please specify)

*** 43. Indicate how you assess and approve suppliers**

- Questionnaires
- Visits
- Audits
- None of the above

Other (please specify)

*** 44. Does your engagement with Oxfam create, or have the potential to create, actual, perceived or potential conflicts of interest?**

- YES
- NO



SECTION 6: DECLARATION

I confirm that I am appropriately knowledgeable about my organisation to provide this information, and all the information given is accurate.

*** 45. Completed by**

Name

Position

Email

Contact number

46. I consent to having my organisation published online as a supplier of Oxfam Australia.

YES

NO