MODULE GUIDANCE:

CORPORATE SOCIAL RESPONSIBILITY: MODERN SLAVERY

CONTENTS

Purpose:

You have been asked to complete this module to be compliant with the requirements of one or more client buyers. The Modern Slavery module forms part of a wider set of Corporate Social Responsibility (CSR) modules which you need to complete and pass, in conjunction with the H&S module, in order to receive the CQMS Safety-Scheme certification.

This guidance explains the topics covered in the Modern Slavery assessment, the requirements and standards to which we assess in line with the client requirements. Please note that the assessment is a desktop-only assessment, we do not witness the work you undertake, and as such evidence needs to be uploaded to support your response.

If you are unsure of the requirements or standards, or how they apply to your organisation, after reading the relevant parts of this guidance document please contact CQMS Safety-Scheme and a member of our team will be happy to help. We provide support and guidance to companies undergoing assessment with us free of charge.

Requirements & Standards:

All companies who work for certain client buyers are required to complete this module in full and provide relevant supporting evidence where marked.

You can 'save' the module at any time and return to complete it later. Please note that the module will not be complete or submitted to CQMS until you have submitted it by clicking the yellow 'SUBMIT' button shown below:

Question 1

Please confirm if your company has a policy or procedure to carry out checks on employees to ensure they have a right to work in the UK, and if so upload a copy. If you are uploading a Policy, it must be signed by the Managing Director or Director, and dated within the last 12 months.

This is a mandatory requirement for this module, so must be completed with suitable evidence. Guidance is available from the UK Government at https://www.gov.uk/government/publications/right-to-work-checks-employers-guide and a template Modern Slavery Policy which confirms right to work checks are undertaken is available in the 'Resources' tab at the top of the screen which you can download and amend accordingly to tailor it to your company. It must be signed by the Managing Director or Director, and dated within the last 12 months.

The only exception is for sole traders who do not employ any other party (including any labour only subcontractors).

Question 2

Please confirm whether you have policies or procedures which cover employee rights, and if so upload a copy. This could be in the form of an Employment Handbook which details employee's rights to holiday pay, maternity/paternity leave, etc, or a contract of employment.

This is a mandatory requirement for this module, so must be completed with suitable evidence.

The only exception is for sole traders who do not employ any other party (including any labour only subcontractors).

The Safety-Scheme team are happy to support you through the process and provide guidance of use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.

If you have any questions please call on 01476 594410 or email us at safety-scheme@cqms-ltd.com

Question 3

Please confirm if you have processes in place to minimise the risk of modern slavery in your supply chain (subcontractors and suppliers).

This is a requirement for this module, so if you don't already have a Modern Slavery Policy or Child Labour Policy you can download a template to then amend accordingly and tailor to your company's arrangements from the 'Resources' tab and upload. It must be signed by the Managing Director or Director, and dated within the last 12 months.

Validity & Renewal:

The expiry date of the Modern Slavery module will be aligned with the expiry date of the main H&S module (SSIP compliant) upon completion. This ensures that all competency evaluation modules expire at the same time which aids the renewal process.

If the Modern Slavery module is completed prior to the main H&S module, a temporary expiry date will be added and this will then be adjusted to align with the main H&S module when that is completed.

CQMS will issue reminders in advance of expiry to individuals listed as 'contacts' on your supplier profile so the renewal process can be commenced.

Further information:

Please see the CQMS Safety-Scheme Terms & Conditions, available on the CQMS Portal login page or request from CQMS Safety-Scheme. The T&Cs provide further information on the CQMS Safety-Scheme processes.

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