

Policy Statement

Drakes Supermarkets is committed to ensure compliance with all our suppliers, ensuring that their facilities meet our Responsible Sourcing Policy and to promote the Ethical principles throughout their organisation. We undergo a third-party audit approximately every 12 months for direct suppliers. The areas for compliance are Human Rights, Workplace Environment, Environmental Management and Business Integrity.

The recommended audit process when engaging a new supplier: -

Before commencement	Internal audit	ASIC, ABN, workers comp, insurance checks, reference checks, labour-hire contractors signed agreement, valid labour hire license, where applicable or where not legislated,
On start up	Internal audit	Minimum hourly rates, accident and incident register, workers induction records, grievance procedure; ATO
1 month	Internal audit	Pay rates, VEVO checks, pay advices
6 month	Internal audit	Worker records, business records, safety and workplace checks, worker interviews
Annual	3 rd party audit	Worker records, business records, safety and workplace checks, worker interviews

An overview of the records required: -

Business Records:

- Business registration
- Workers comp certificates of currency
- Labour hire or Seasonal Workers Program contractors signed agreement
- Valid Labour Hire licenses, where required by State law, if not legislative requirement
- Policy and procedures relating to Ethical Sourcing
- Accident and incident register
- Workers Grievance procedure

Worker Records:

- Hiring and employment practices including remuneration (name of Award) and benefits, working hours, long service leave, annual leave, etc
- Employment contracts and/or other related documents
 - ID (copy of passport/birth certificate/citizenship papers)
 - Visa - VEVO checks + Regular verification by VEVO (not just at commencement) - [http://www.border.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-\(vevo\)](http://www.border.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo))
 - Personal details
 - Tax File Declaration
- Timecards or attendance records and payroll records, pay advice for paid wages including normal time, overtime pay, leave accruals and deductions, if any, over a 12-month period. Records starting with the most recent pay month for all workers (FT, PPT, casual) including bank transfers, superannuation, workers compensation records
- Training Records
 - site inductions
- Certificates – Forklift drivers/First Aiders



Roger Drake
Managing Director
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