

Policy - Modern Slavery

Purpose	The purpose of this policy is to ensure that HealthSafe NZ's operations and supply chain are free from modern slavery - the policy provides the policy and framework to do this.
Policy statement	<ul style="list-style-type: none">• Modern slavery including forced labour is a major issue globally.• HealthSafe NZ Limited (HealthSafe) takes this issue seriously: modern slavery should form part of our business operations or supply chains.• HealthSafe will do all that is reasonable and practicable to ensure our business operations and supply chains are free from modern slavery.• As a small business, we have limited resources to complete full checks on all suppliers - we need to carefully focus the available time and resources to manage the risk of modern slavery occurring in our supply chain.• All HealthSafe people (staff and contractors) need to be aware of the risk of modern slavery, what to look out for and should report any instance of modern slavery should they see or suspect.
Version	1.0
Approval date	29 March 2023

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1. Background

- 1.1. Modern slavery is a serious global issue and a breach of fundamental human and labour rights. It may also have a serious negative impact on HealthSafe if we were found to be connected to or supporting modern slavery in any way.
- 1.2. What is modern slavery? Modern slavery is an umbrella term used to cover slavery, servitude, forced or compulsory labour and human trafficking, which are defined by several international standards, and sit at the extreme end of a spectrum of labour exploitation.¹
- 1.3. PWC advise that, *“modern slavery is increasingly a risk for businesses, both as they work to align with the ethical values of their shareholders, customers and wider society, and for the risks modern slavery poses to their reputation, legal compliance, and investment outlook...Interconnected global supply chains link modern slavery practices in less regulated or economically developed countries, with manufacturing and consumer markets in developed countries, including Aotearoa New Zealand. Alongside this, global labour migration is a key risk factor in where and how modern slavery is perpetuated. Due to layers of complex social and economic factors, few countries are free of modern slavery.”*²
- 1.4. There are already laws in New Zealand relevant to the prevention of modern slavery, and the government is working on further changes to the law to prevent modern slavery. MFAT state that: *“New Zealand has enacted laws prohibiting slavery, trafficking in persons and forced labour in New Zealand and is a party to a number of international treaties dealing with the topic”*³.
- 1.5. In Australia, “the Modern Slavery Act 2018 (Cth) (the Act) came into force on 1 January 2019. The Act requires larger companies and other entities in Australia to report on how they are preventing and addressing modern slavery risks in their operations and supply chains.”⁴ Some of our Australian-based clients require us to help them demonstrate their supply chains are free of modern slavery, and we expect such requirements to become more common in the future both in NZ and Australia.

¹ Excerpt from ‘Modern slavery: what Aotearoa New Zealand organisations need to know’
<https://www.pwc.co.nz/assets/2022-assets/insights-and-publications/modern-slavery-download-july-2022.pdf>

² Excerpt from ‘Modern slavery: what Aotearoa New Zealand organisations need to know’
<https://www.pwc.co.nz/assets/2022-assets/insights-and-publications/modern-slavery-download-july-2022.pdf>

³ Excerpt from ‘Combatting modern slavery’ (MFAT, 16 February)
<https://www.mfat.govt.nz/en/trade/nz-trade-policy/combating-modern-slavery/#bookmark4>

⁴ Law Council of Australia factsheet on modern slavery
<https://www.lawcouncil.asn.au/publicassets/535b277c-f3d5-ea11-9434-005056be13b5/Modern%20Slavery%20Factsheet%20Final%20-%20July%202020.pdf>

2. How each of us can help

- 2.1. All people at HealthSafe contribute to keeping our supply chain free from modern slavery. You can do this by:
- 2.1.1. Actively supporting and contributing to the work we do to assess and mitigate the risk of modern slavery, for example our due diligence/risk assessment on our suppliers, customers and our partners.
 - 2.1.2. Being aware of the signs of modern slavery: for more information review this guide: [Spot the Signs](#), published by the UK organisation Hope for Justice. If you suspect modern slavery in our business or supply chain, report it. A [guide on what do is available from Manaki Tāngata / Victim Support](#). At HealthSafe, some of your options to report modern slavery are:
 - To one of HealthSafe's directors
 - A member of the HealthSafe management team (CEO, GM, CIO)
 - The NZ Police
 - Employment New Zealand has a dedicated free phone number, 0800 200 008, and [web form](#) for anyone wishing to report migrant worker mistreatment or exploitation at the workplace. This reporting can be done by anyone who sees or suspects a breach of minimum employment rights
 - Our employee assistance programme partner, EAP Services, through their Ethics and Compliance Hotline: telephone 0800 327 669.

3. Approach to managing modern slavery risks

- 3.1. The following key areas require routine and systemised efforts to manage modern slavery risks:
- 3.1.1. those we buy from: our suppliers and contractors
 - 3.1.2. our own business operations
 - 3.1.3. those we sell to and provide service to or alongside: our clients, distribution partners and integrators.
- 3.2. Modern slavery risks may occur outside the areas listed above in 2.a. We have our general risk management framework which is designed to ensure risks are identified and managed. The risk of modern slavery should be considered in other situations

and if identified, they can be assessed and managed under the guidance in this policy and our Risk Management Policy⁵.

4. Managing modern slavery risk with our suppliers.

4.1. Our approach is based on the guidance from Employment New Zealand^{6,7}. We use a four part approach:

- 4.1.1. We set our expectations with suppliers. HealthSafe's expectations of our suppliers are set out in our Supplier Code of Conduct⁸ which is based upon our Sourcing Policy⁹. The code of conduct communicates the behaviour and values that you want from your suppliers and those that supply to them. We require that key and high risk suppliers commit and confirm that they understand the requirements and will comply.
- 4.1.2. We know our supply chain. The HealthSafe supply chain must be mapped - as far as is reasonable and practicable - to ensure we understand our supply chain and are able to complete modern slavery risk assessment. This assessment should cover all key suppliers direct ('Tier 1') suppliers (as defined in Annex A) - with consideration given to indirect suppliers where appropriate. Support from our suppliers may be needed to effectively complete the mapping.
- 4.1.3. We assess the risk of modern slavery in our supply chain - and keep it current. The risk of modern slavery risk with our suppliers must be assessed routinely and systemically - as far as is reasonable and practicable. All key suppliers will be assessed and those who we identify as higher risk will be subject to due diligence to help ensure our supply chain is modern slavery free. The risk factors, thresholds and process for suppliers can be found at [Annex A](#).

⁵ HealthSafe Risk Management Policy [LINK NEEDED](#)

⁶ Procurer's approach to assuring ethical and sustainable work practices in supply chains (Employment New Zealand)

<https://www.employment.govt.nz/workplace-policies/ethical-sustainable-work-practices/how-procurers-assuring-ethical-sustainable-work-practices-in-supply-chains/>

⁷ Identifying and minimising labour rights issues in your supply chains (Employment New Zealand).

<https://www.employment.govt.nz/assets/Uploads/tools-and-resources/documents/identify-minimise-labour-rights-issues-supply-chains.pdf>

⁸ HealthSafe Supplier Code of Conduct [LINK NEEDED](#)

[https://www.procurement.govt.nz/assets/procurement-property/documents/supplier-code-of-conduct.p](https://www.procurement.govt.nz/assets/procurement-property/documents/supplier-code-of-conduct.pdf)
[df](https://www.procurement.govt.nz/assets/procurement-property/documents/supplier-code-of-conduct.pdf)

⁹ HealthSafe Sourcing Policy [\[LINK NEEDED\]](#).

- 4.1.4. Active management of identified risks. Where there is increased risk of modern slavery we will seek further information (background checks and basic due diligence through a supplier questionnaire). Based on this work, a specific-to-supplier mitigation plan will be put in place. The standard options for these mitigations can be found at [Annex A](#).in place.

5. Managing modern slavery risk in our business operations.

TO BE DEVELOPED. Business priority for v1 is on supplier risk.

- 5.1. More detail on how we manage modern slavery risk in our business operations are outlined in [Annex B](#).

6. Managing modern slavery risk with our clients, distribution partners and integrators.

TO BE DEVELOPED. Business priority for v1 is on supplier risk.

- 6.1. More detail on how we manage modern slavery risk with our clients, distribution partners and integrators are outlined in [Annex C](#).

7. Remediation process if modern slavery is identified in our operations and / or supply chain.

- 7.1. If modern slavery is suspected or found in our supply chain, we will act quickly and do what is reasonable and practicable to protect the victims(s). This will help minimise any harm caused to the affected people and HealthSafe organisation
- 7.2. Any modern slavery issue is likely to be unique and have a different level of risk and impact. We will need to evaluate and respond on a case-by-case basis. The high-level steps we will follow are outlines in [Annex D](#).

8. Assessment of the effectiveness of our actions to assess, and address the modern slavery risks identified in its supply chain.

- 8.1. HealthSafe will take reasonable and practicable steps to assess effectiveness of our actions to assess, and address the modern slavery risks identified in its supply chain. The Board sets (and reviews not less than annually) the level of assessment required, and this is based on their assessment of the overall level of risk of modern slavery in HealthSafe's operations and supply chain.
- 8.2. The approach and process for the review of the effectiveness of our controls can be found at [Annex E](#).

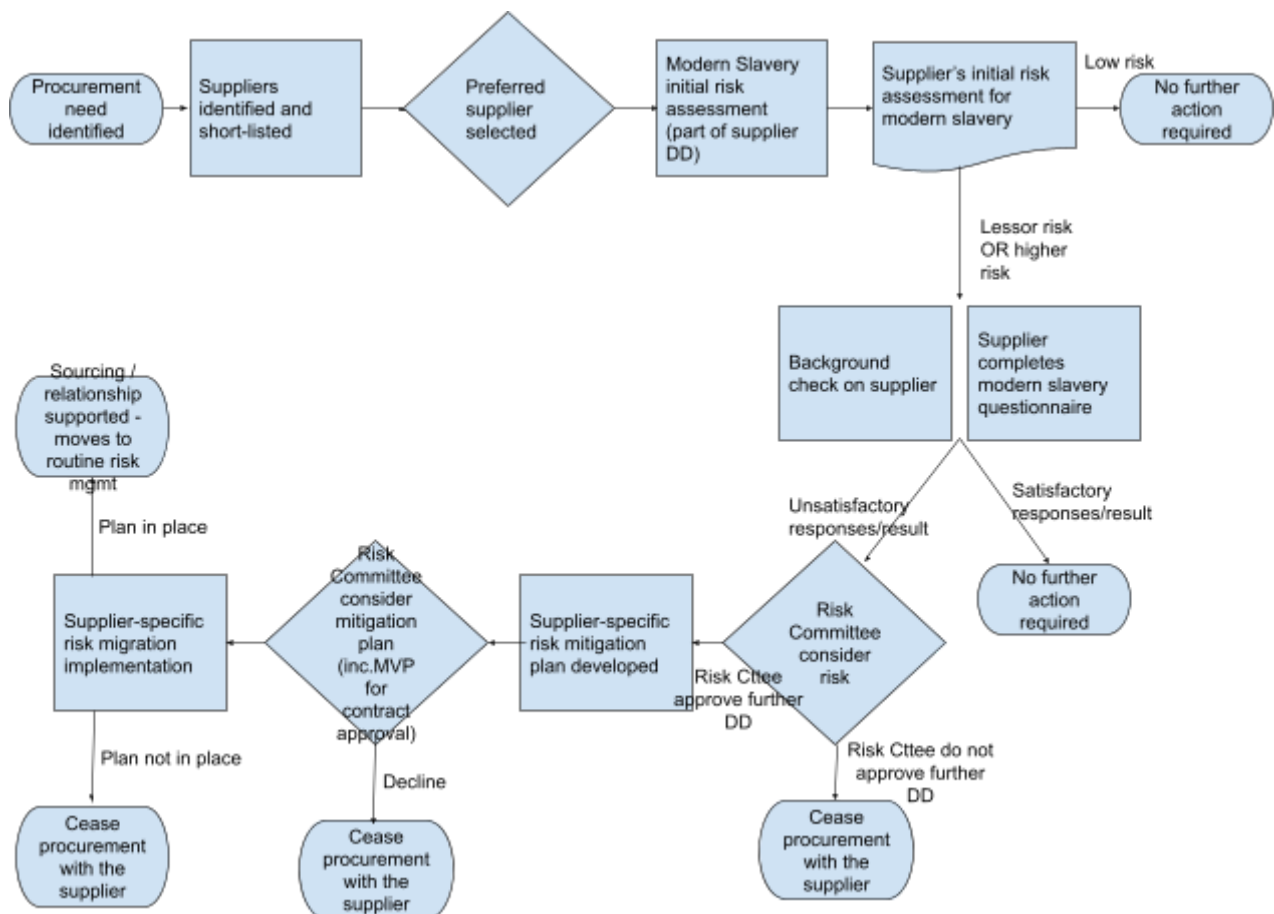
9. Roles and responsibilities for modern slavery risk management

What	Accountable	Responsible	Consulted	Informed
Modern slavery risk management policy	The Board	CEO	Team as needed	Everyone
Implementation and operation of slavery risk management policy	CEO	Risk Committee	Team as needed	Everyone
Modern slavery risk management processes and procedures	CEO	Risk Committee	Team as needed	Everyone
Identification of modern slavery risks or occurrence	CEO	Risk Committee	Team as needed	N/A
Remediation process if modern slavery is identified in our operations and / or supply chain.	The Board	CEO	Risk Committee	Everyone
Assessment of the effectiveness of our actions to assess, and address the modern slavery risks identified in its supply chain	The Board	CEO	Risk Committee	Everyone

Annex A - Managing modern slavery risk with our suppliers.

1. The risk of modern slavery risk with our suppliers must be assessed routinely and systemically. Suppliers are to be assessed and those who we identify as higher risk will be subject to due diligence to help ensure our supply chain is modern slavery free.
2. The risk factors to be considered are numerous - at HealthSafe, we use the guidance provided by Employment New Zealand. To make best use of resources we will also take into account the importance of the supplier to HealthSafe: how much we spend, how dependent we are on the supplier, our ability to work with and to influence the supplier and what alternative suppliers we might use.

3. Process overview



The steps and process to manage modern slavery risk with our suppliers are set out below.

4. **Suppliers to be risk-rated.** The list of suppliers to be rated is built and maintained. All suppliers to HealthSafe are in-scope for consideration: we focus our efforts on suppliers who are higher risk (for modern slavery) and those who are important to Healthsafe.

- 4.1. **Rating supplier importance.** Supplier importance is rated using the following matrix. Effort will be prioritised on suppliers with a score of 20 or more*¹⁰

	Nil (No planned spend)	Not significant (Less than \$1,000)	Minor (\$1,000 to less than \$10,000)	Moderate (\$10,000 to less than \$50,000)	Large (\$50,000 to less than \$250,000)	Major (\$250,000 or more)
Score	0	1	3	5	7	11
None (supports activities of limited wider business impact)	0	0	0	0	0	0
Insignificant (supports discretionary activities)	3	0	3	9	15	21
Low (supports non-critical business operations and / or is easily replaceable with alternatives)	3	0	3	9	15	21
Moderate (Supporting part of business operations and/or replaceable with good and accessible alternatives)	5	0	5	15	25	35
Major (key part of business operations and/or somewhat hard to replace)	7	0	7	21	35	49
Critical (vital part of business operations and/or hard to replace)	11	0	11	33	55	77

- 4.2. **Maintenance of the supplier list.** The supplier list should be reviewed and refreshed not less than annually. New suppliers should be added as part of the sourcing and on-boarding process as specified in the Sourcing Policy¹¹.
- 4.3. **Supplier exclusions from routine risk rating.** The following supply situations / suppliers are excluded from our routine risk assessment to enable HealthSafe to focus our resources on higher risk suppliers. Staff should remain alert for any signs of modern slavery and must report them as outlined in [Section 6](#) of this policy.

4.3.1. **ADD CRITERIA/LIST**

5. **Modern slavery risk factors.** *The exploitation of workers is made possible by a power imbalance between an employer organisation and its staff.*¹² These factors are incorporated into the Modern Slavery Risk Assessment Register.

Risk Factor	Risk Category
Majority of the workforce is made up of migrant workers	Greater risk factor
The workforce has a high percentage of young/ elderly/female/ unskilled workers	Greater risk factor
The workforce is predominantly low waged, temporary and/ or seasonal labour	Greater risk factor
Suppliers or company owned or managed by migrants, employing mainly migrants of the same ethnicity	Greater risk factor
Suppliers operating in a sector that have a history of human and labour rights issues	Greater risk factor
Supply chains with a reliance on third-party labour hire (an employment agency that hires the workers directly)	Greater risk factor
Supply chains with multiple layers of sub-contractors	Greater risk factor

¹⁰ Modern slavery risk, where identified will be the primary means of working out where we focus our effort on risk assessment and mitigations/response.

¹¹ Sourcing Policy [\[LINK TO ADD\]](#)

¹² Risk factors for non-compliance (Employment NZ)

<https://www.employment.govt.nz/assets/Uploads/tools-and-resources/documents/risk-factors-procure-s-manage.pdf>

Franchises with no oversight of employment standards compliance systems and processes	Greater risk factor
Small businesses with decreased capability	Greater risk factor
Non-unionised sector or workplace	Lesser risk factor
Geographic location of business, or businesses that have workers in remote or isolated locations	Lesser risk factor
Companies that have limited central or corporate oversight	Lesser risk factor
Internationally owned parent company	Lesser risk factor
Large businesses with limited systems and processes	Lesser risk factor
High set-up costs for workers	Lesser risk factor

6. **Initial (internal) risk assessment for modern slavery risk factors.** Completed by the HealthSafe team, the aim of the initial risk assessment is to identify which suppliers need further action to manage modern slavery risk in our supply chain.

6.1. **Supplier importance rating.** The supplier importance is rated on 'supplier importance' as per paragraph 1.

6.2. **Focus list for modern slavery risk assessment is developed. The list is developed by:**

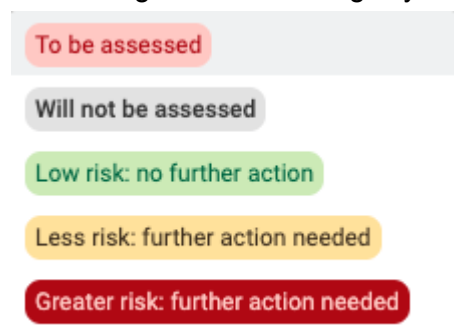
6.2.1. Taking all suppliers rated with a 'Supplier importance' score of 20 or more

6.2.2. Reviewing the suppliers with a 'Supplier importance' score less than 20 and adding in suppliers that may, based on our knowledge of the suppliers, need further risk assessment.

6.3. **Suppliers are assessed for modern slavery risk.**

6.3.1. Using the top-level risk factors in paragraph 2, suppliers are assessed individually by the HealthSafe team. If risk factors are identified, these are flagged for consideration (threshold for the flag is: one or more greater risk factors, and / or two or more less risk factors).

6.3.2. Taking into account the supplier importance score and risk assessment score, the supplier is rated manually by the HealthSafe team using the below ratings system.



6.4. **Basic due diligence.** Where an increased risk of modern slavery is identified, basic due diligence is completed on the supplier, which will normally consist

of further risk assessment using the information gained from the below items. From the assessment, the result is noted with either a satisfactory result or further action being needed. The Risk Committee must approve the assessment of the results.

- 6.4.1. The supplier completes and returns Healthsafe's Modern Slavery Questionnaire and Declaration (which can be found at [Enclosure 1](#)).
- 6.4.2. HealthSafe completing basic background checks on the supplier (which can be found at [Enclosure 2](#)).

7. **Further mitigation.** Where basic due diligence identifies further action being needed to manage modern slavery risk, a mitigation plan needs to be developed and implemented for the supplier. Each plan is likely to be unique and must be approved by the Risk Committee. . The start point for this plan is the standard risk mitigation options recommended by Employment NZ¹³, shown below.

Mitigation	Risk Category
Supplier declaration	Mitigations - Lesser risk
Commitment to the procurer's supplier code of conduct	Mitigations - Lesser risk
Supplier's code of conduct	Mitigations - Lesser risk
Supplier management systems	Mitigations - Lesser risk
Worker reporting channels	Mitigations - Lesser risk
Annual supplier reporting	Mitigations - Lesser risk
Internal audit or self assessment including employee interviews or survey tool*	Mitigations - greater risk
Audit of suppliers to be undertaken by the procurer, including employee interviews or survey tool*	Mitigations - greater risk
Third party assurance audit including employee interviews or survey tool*	Mitigations - greater risk
Multi layered supply chain transparency systems	Mitigations - greater risk

¹³ Risk mitigations for non-compliance (Employment NZ)
<https://www.employment.govt.nz/assets/Uploads/tools-and-resources/documents/mitigations-procurer-s-reduce-risks.pdf>

Annex B - Managing modern slavery risk in our business operations.

TO BE DEVELOPED. Business priority for v1 is on supplier risk.

Annex C - Managing modern slavery risk with our clients, distribution partners and integrators.

TO BE DEVELOPED. Business priority for v1 is on supplier risk.

Annex D: Remediation process if modern slavery is identified in our operations and / or supply chain.

1. Any modern slavery issue is likely to be unique and have a different level of risk and impact. We will need to evaluate and respond on a case-by-case basis. The high-level steps we will follow are:
2. **Initial assessment.** On becoming aware of an issue relating to modern slavery, HealthSafe will convene an incident response team (IRT) led by the LT member who manages that supplier.
 - 2.1. The IRT will gather the available information and conduct assess the issue - including its relevance and seriousness. This assessment should typically be completed on the same day we become aware of the issue.
 - 2.2. The CEO will advise the board and next steps will be discussed and agreed. The board should typically be informed and agree next steps on the same day we become aware of the issue. The board must consider whether, based on the initial assessment, if we inform any other parties - these may include:
 - insurer
 - internal auditors
 - risk managers
 - legal advisers
 - communications or customer relations teams
 - the Police (if the breach appears to involve criminal activity). We need to be careful not to destroy evidence that your organisation or Police might need to find the cause of the problem or fix the issue.
 - Employment NZ.
 - 2.3. **Design a remediation.** Based on the nature of the issue, HealthSafe will establish a Remediation Team and then will design an incident response.
 - 2.3.1. The remediation team will likely need to comprise HealthSafe people, external advisors with expertise in responding to modern slavery issues and other parties who can support our response, for example:
 - insurer
 - internal auditors
 - risk managers
 - legal advisers
 - communications or customer relations teams
 - the Police (if the breach appears to involve criminal activity). We need to be careful not to destroy evidence that your organisation or Police might need to find the cause of the problem or fix the issue.
 - Employment NZ.
 - 2.3.2. The remediation will be designed by and implemented by the Remediation Team. The remediation team's reporting line will be

decided by the HealthSafe Board as part of the team design - it will be dependent on the nature of the issue.

- 2.4. **Prevent future issues.** Follow up work to ensure there are no future issues must be considered. In the aftermath of an issue, we will take time to consider the cause of the issue and to update our policies, processes and procedures. The amount of effort we put in will reflect the significance of the issue, and whether it happened because of a systemic problem or an isolated event. Activity might include:
- an review of policies and procedures (which depending on the issue, might best done by an independent party)
 - a review of employee training practices
 - review of any suppliers/customers/service delivery partners caught up in the issue.

Annex E - Assessment of the effectiveness of our actions to assess, and address the modern slavery risks identified in its supply chain.

TO BE DEVELOPED. Business priority for v1 is on supplier risk.

Annex F - Assessment of the effectiveness of our actions to assess, and address the modern slavery risks identified in its supply chain.

TO BE DEVELOPED. Business priority for v1 is on supplier risk.



Supplier modern slavery questionnaire and declaration

Dear Supplier,

Modern slavery including forced labour is a major issue globally. HealthSafe NZ Limited (HealthSafe) takes this issue seriously: modern slavery should form part of our business operations or supply chains. HealthSafe aims to do all that is reasonable and practicable to ensure our business operations and supply chains are free from modern slavery.

HealthSafe cannot exclude the possibility that modern slavery practices may occur somewhere within our supply chain. To help us keep our supply chain modern slavery free and to support our on-going risk assessment, we need to work collaboratively with our suppliers.

As part of our efforts, we take actions to assess and address modern slavery risks, including undertaking due diligence on all our suppliers. As a valued supplier, we request that you complete the following questionnaire, attaching any relevant documents, and return it to your HealthSafe contact.

1. Supplier details

Supplier name ('the Supplier')	
Registered country	
Registered business number	
Registered address	
Good / services provided	
Supplier point of contact name	
Supplier point of contact email address	
Supplier point of contact telephone number	

2. Questionnaire

#	Question for Supplier	Response	
1	Does the Supplier have an employment code of conduct or policy in place?	Yes	No
2	Does the Supplier have a supplier code of conduct or policy in place for their own suppliers?	Yes	No
3	Does the Supplier have systems to ensure compliance with employment standards?	Yes	No
3a	<i>If the answer to Q3 is 'no':</i> Does the Supplier have other relevant management systems in place?	Yes or N/A	No
4	Is the Supplier affected by overseas anti-slavery legislation? <i>Note: UK Modern Slavery Act, Australian Modern Slavery Act and California Transparency in Supply Chains Act are examples of overseas anti-slavery legislation. These laws require the parties, within their scope, to report on the risks of modern slavery in their operations and supply chains and actions to address those risks steps.</i>	Yes	No
5	Do the Suppliers' workers always have free access to their documentation, including passports, identity papers and travel documents?	Yes	No
6	Does the Supplier undergo assessment for any certifications that have employment rights criteria? <i>Note: Examples include Sedex Members Ethical Trade Audit, GLOBALG.A.P. GRASP, Ethical Trade Initiative</i>	Yes	No
6a	If so, have they ever been found in breach of the certification's employment standards?	Yes	No
6b	If so, have they rectified the issue(s)?	Yes	No
7	Has the Supplier taken effective steps to assess and address any modern slavery risks in its supply chain?	Yes	No
8	Does the Supplier conduct thorough and documented due diligence to ensure its operations and supply chain are free from modern slavery practices?	Yes	No
9	Is the Supplier aware of any instances of known or suspected modern slavery practices in its operations or supply chain?	Yes	No
9a	<i>If the answer to Q3 is 'yes':</i> Please provide details of the instances:		
10	Has the Supplier implemented an effective remediation process if modern slavery is identified in your operations and / or supply chain?	Yes	No
11	Has the Supplier assessed the effectiveness of its actions to assess, and address the modern slavery risks identified in its	Yes	No

#	Question for Supplier	Response	
	supply chain?		
12	Please confirm your organisation will notify your HealthSafe contact as soon as possible if a Modern Slavery risk is identified within your operations or supply chain.	Yes	No

Signed by authorised person

I, _____ [print name], _____ [position title]
for

_____ [Supplier business name]
confirm that the information provided above, along with any attached documents are true
and correct to the best of my knowledge.

Signature: _____

Contact telephone number: _____

Email address: _____

Supplier modern slavery background check procedure

1. Supplier details

Supplier name ('the Supplier')	
Registered country	
Registered business number	
Registered address	
Good / services provided	
Supplier point of contact name	
Supplier point of contact email address	
Supplier point of contact telephone number	

2. Background checks

#	Check	Response	
1. Has the supplier been reported to have broken New Zealand Employment legislation?			
1a	Stand down list This shows any employers who have been found to have broken employment law and are banned from recruiting migrant workers. View the stand down list or visit www.employment.govt.nz and use search words “Employers who have breached minimum employment standards”.	Ok	Concerns identified
1b	ERA database A search of the Employment Relations Authority (ERA) database will reveal if the	Ok	Concerns identified

#	Check	Response	
	employer has had cases determined against them by the ERA. View the Employment law database or visit: www.employment.govt.nz and use search words "Employment law database" and read any cases to see if they are relevant to your concerns.		
1c	Employment Court database : a search of this database will show if there are any Employment Court decisions against the employer or if an ERA determination has then been overturned. View the employment court database or visit www.employmentcourt.govt.nz and browse "judgments then decisions".	Ok	Concerns identified
<p>2. Has there been any reported non-compliance with legislation overseas?</p> <p><i>Note: The checks completed will need to be done based on the location and nature supplier being checked. Record the checks and findings below.</i></p>			
2a			
2b			
2c			
2d			
2e			

3. Check completed by:

Name	
Role	
Date	