Implementing a Modern Slavery Framework

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Version 1.1

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1. Introduction

The following information is designed to support the implementation of a Modern Slavery Framework.

During implementation, it is important that consideration is given to how each individual element aligns with organisational objectives and culture.

1. Stages of Implementation

There are three key stages of implementation:

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| 1. **Establish and confirm the coverage and governance of the Modern Slavery Framework** | 1. **Develop and implement the elements of the Modern Slavery Framework** | 1. **Prepare and submit the Modern Slavery Statement Annually** |
| Open book  **Activities**   * Determine the organisational coverage - to which entity / entities will the Modern Slavery Framework apply? * Assign overall responsibility for the Modern Slavery Framework * Conduct a Business Impact Assessment * Prepare for the implementation of the Modern Slavery Framework | ListDocumentGaugeUser network  **Activities**   * Develop and implement: * Modern Slavery Policy * Complaints and Escalations Procedure * Modern Slavery Risk Register * Modern Slavery Risk Assessment * Supply Contract Considerations * Implement mechanisms to monitor the effectiveness of the elements of the Modern Slavery Framework | Open bookInformation  **Activities**   * Draft the Modern Slavery Statement in line with the seven mandatory reporting criteria * Obtain Board endorsement * Obtain signature from the CEO or Board Chair * Submit the Modern Slavery Statement to the Online Register for Modern Slavery Statements |

1. Stage 1 - Establish and confirm the coverage and governance of the Modern Slavery Framework
   1. Determine the organisational coverage

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| **Activities** | **Considerations** |
| * Determine to which entity/entities the Modern Slavery Framework will apply. * Identify which entities the Modern Slavery Statement will cover. * Ensure the Modern Slavery Policy states which entity/entities fall under the Modern Slavery Framework. | * One Modern Slavery Statement is likely to be more efficient if the health service owns or controls other entities, recognising that processes will need to be established to coordinate and monitor the management of modern slavery risks across all entities. |

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* 1. Assign overall responsibility for the Modern Slavery Framework

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| **Activities** | **Considerations** |
| * Determine who will take overall responsibility for the Modern Slavery Framework. * Determine who will manage and coordinate activities under the Modern Slavery Framework. * Determine who will prepare the Modern Slavery Statement. * Document who will be responsible for modern slavery compliance in the Modern Slavery Policy. | * Which parts of the organisation are most significantly impacted? * Who is best placed to coordinate the different activities? * Is it necessary to establish a committee to coordinate the work? Or is there an existing committee who can oversee this activity? * What level of seniority is required to provide assurance to the Board and Executive Team that modern slavery risks are being appropriately addressed? |

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* 1. Conduct a Business Impact Assessment

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| **Activities** | **Considerations** |
| * Detail which parts of the health service will be impacted by the introduction of new processes relating to the identification, assessment and mitigation of modern slavery risks, recognising this may be across multiple entities. * Engage with key parts of the organisation/s to provide background and context in relation to modern slavery risks and what may be required of them moving forward. | * How will the mitigation of modern slavery risks be managed across: * Procurement (conducting due diligence, managing suppliers, supply chains, tenders, contracts) * HR (ensuring recruitment processes do not involve known modern slavery risks such as charging recruitment fees) * Board / Executive (sign-off of Modern Slavery Statement, communicating policy to staff) * Legal (reviewing/updating non-collective agreement supply terms) * Employees (attending training as required). |

* 1. Prepare for the implementation of Modern Slavery Framework

| **Activities** | **Considerations** |
| --- | --- |
| * Determine how to implement the Modern Slavery Framework. * Draft a project plan. * Engage with key parts of the health service and identify those best qualified to be involved with implementation. | * How many people are going to be directly impacted? * Is a project manager needed? * Who is best placed to coordinate with HSV? |

1. Stage 2 - Develop, implement and monitor the elements of the Modern Slavery Framework
   1. Develop and implement the individual elements of the Modern Slavery Framework

The Modern Slavery Framework consists of several elements which will help to mitigate the risk of modern slavery and prepare the Modern Slavery Statement.

Resources for key elements can be found on the HSV website. Health services should consider their organisational context in tailoring elements to their individual needs.

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| **Elements** | **Considerations** |
| * Modern Slavery Policy * Modern Slavery Training * Modern Slavery Remediation Process * Modern Slavery Risk Assessment * Modern Slavery Clauses * Modern Slavery Risk Register | * Are there existing policies, processes or systems which may be impacted by the elements? * Who will be responsible for implementing and where necessary updating processes? * Which parts of the health service may be impacted by the change? |

* 1. Implement mechanisms to monitor the effectiveness of the elements of the Modern Slavery Framework

The Act requires reporting entities to describe how they assess the effectiveness of the actions they, and any entities they own or control, have taken to assess and address their modern slavery risks. The Act only requires entities to explain how they assess the effectiveness of their actions; the Act does not ask entities to determine whether their actions are effective.

Examples of mechanisms to monitor the effectiveness of the activities undertaken as part of the Modern Slavery Framework include:

| **Mechanism** | **Example** |
| --- | --- |
| Establishing a process to regularly review actions. | Annual senior management review of the health service’s response to modern slavery. |
| Setting up a process to provide for regular engagement and feedback between key areas of the entity as well as with any entities it owns or controls. | A working group with a standing agenda item to report on key metrics. |
| Track Metrics | Ensure metrics relating to Modern Slavery are tracked. For example, completion of staff training and policy socialisation. |
| Conducting internal audits or monitoring of specific steps you have taken to assess and address modern slavery risks. | Audit checks for suppliers to determine if mitigation measures have been consistently actioned. |
| Tracking actions and measuring their impact. | Track the number of actions that have been implemented to deadline, the number of high-risk suppliers engaged, and levels of awareness among staff. |

In implementing any externally facing mechanisms (e.g. supplier engagement activities or audits), health services should consider the capacity of the supplier to participate in that activity and scale their actions accordingly.

1. Stage 3 - Prepare and submit the Modern Slavery Statement Annually

A modern slavery statement must address seven mandatory criteria:

1. Identify the reporting entity.
2. Describe the structure, operations and supply chains of the reporting entity.
3. Describe the risks of modern slavery practices in the operations and supply chains of the reporting entity, and any entities that the reporting entity owns or controls.
4. Describe the actions taken by the reporting entity and any entity that the reporting entity owns or controls, to assess and address those risks, including due diligence and remediation processes.
5. Describe how the reporting entity assesses the effectiveness of such actions.
6. Describe the process of consultation with any entities that the reporting entity owns or controls.
7. Include any other information that the reporting entity considers relevant.

Modern Slavery Statements should initially commit to foundation activities, that is a commitment to implement the key elements of the Modern Slavery Framework. Subsequent statements should demonstrate the progress of implementation.

For more information on preparing your annual statement see the HSV website Health Service resource page.

1. Disclaimer

The information presented in this document is general in nature and based on HealthShare Victoria’s interpretation of the *Modern Slavery Act 2018 (Cth))* and any ancillary legislation and regulations in effect at the time, and should not be relied upon as legal advice. Please consider seeking professional and independent advice from your legal representative as to the applicability and suitability of this information and the legislation to your own business needs or circumstances.