



Incorporating **Modern Slavery** into the RFP Process

The following guidance will help you to incorporate modern slavery into the 'Request for Proposals' (RFP) process for suppliers and other business partners. These best practice examples will assist in ensuring that you are clearly communicating your expectations regarding modern slavery issues and exercising due diligence in the selection process.

Contact info@themekongclub.org for further support with modern slavery issues.

Make a clear statement of your expectations

We are committed to acting ethically and with integrity in our business dealings and relationships and expect the same high standards from all of our suppliers, contractors and other business partners. This includes engaging in responsible sourcing and social compliance and tackling modern slavery throughout our supply chains.

Modern slavery takes various forms, such as slavery, servitude, forced labour and human trafficking, all of which involve exploitation and violation of human rights.

We will not engage with suppliers who use forced, compulsory or trafficked labour, or are otherwise involved in any form of modern slavery. This is an important consideration in our process for evaluating and selecting suppliers.



Include some basic questions on modern slavery for supplier due diligence as part of the RFP

We are committed to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or our supply chains.

To this end, as part of the tender process we undertake supplier due diligence in a number of areas and request that tenderers [answer the following questions] [Include suggested questions below] / **OR** [complete the attached questionnaire] [If you have a separate questionnaire you wish to attach].

- *Have you done any risk-mapping of your supply chain to understand where there is potential exposure to modern slavery risk? Please identify the level of mapping and disclose any key risks identified.*
- *Do you perform screening of all prospective suppliers to assess the risks of modern slavery or other human rights harms that may occur in its operations and supply chains?*
- *Do you have an audit programme or other due diligence review programme for your highest risk suppliers? Do these programmes cover modern slavery?*
- *Have any of these audits, or any other processes you undertake, uncovered evidence of modern slavery in your suppliers' or sub-contractors' supply chains? If so, what follow up action did you take?*
- *Who is responsible for oversight of your modern slavery and human trafficking policies and your due diligence processes? What level of management do they report to?*
- *Do you provide modern slavery and human trafficking awareness training to your staff? If so, how, when and to whom is training provided?*

Include declaration for supplier to comply with modern slavery policies and applicable laws

We expect the successful tenderer to adhere to the standards set out in our [Modern Slavery Policy] [insert link] and provide a declaration of compliance as follows:

‘We confirm we will comply with the Customer’s [Modern Slavery Policy] throughout this tender process and during the term of any contract awarded’.

[OR – if you do not have a specific policy aimed at suppliers, then you can simply require them to confirm compliance with their own policies as per the wording below]

We expect our suppliers to have in place suitable policies and procedures to address modern slavery risks in their business and supply chain. Tenderers will be required to provide copies and confirm the procedures in place to ensure compliance.

As part of the contracting process with the successful tenderer, the final contract will also include specific clauses aimed at ensuring compliance with applicable modern slavery laws.

Termination rights in event of non-compliance

In the event that we become aware of any [material] non-compliance with our Modern Slavery Policy or applicable laws, this shall invalidate the Tender Response and the tenderer will be automatically disqualified. To the extent the contract has already been awarded, we reserve our right not to proceed, or if it has been signed, to immediately terminate it in accordance with the terms of the contract.

Publication of statutory Modern Slavery statements – if applicable

In the event that the tenderer is a relevant commercial entity under applicable legislation such as the UK Modern Slavery Act 2015, Australian Modern Slavery Act 2018 or California Transparency Act, please provide your latest modern slavery compliance statement and confirm that it is approved at Board level (or equivalent).



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