

Supplier Questionnaire

Trading Name:
 Head Office Address:
 ABN:
 Telephone No:
 Email Address:
 Response prepared by:
 Designation/Title:

NO.	Supplier Questionnaire	Yes	No	Comments (if any)
A. GENERAL				
1	Please provide your organisation's approximate annual revenue in AUD .			
2	Does your organisation have ISO9001 Quality Certification? (If yes, Please supply certificate.			
3	Does your organisation have ISO14001 Environmental Certification? (If yes, please supply a copy)			
4	Does your organisation have ISO45001 OHS Certification? (If yes, please supply a copy			
5	Has your organisation reported any incidents/breaches to the regulators over the past 12 months? If yes, provide details.			
B. CYBER SECURITY				
6	Does your organisation have a cyber security policy to manage identifying, reporting and containing cyber security incidents?			
7	Does your organisation have a policy / procedure in place to protect Zenith's Product information (if applicable) from any unauthorized access?			
C. PRIVACY & CONFIDENTIALITY				
8	Does your organisation store, or have access to Zenith or Zenith's customers personal information?			
9	Does your organisation have a training procedure for employees regarding privacy and confidentiality? If yes, provide detail.			
10	Does your organisation store personal or confidential information outside of Australia? If so, please state the country where it is stored.			
11	Does your organisation have defined personal and confidential information disposal processes in place?			
12	Does your organisation have a policy / procedure in place regarding handling of the personal and confidential information?			
D. BUSINESS CONTINUITY				
13	Does your organisation have a documented business continuity policy/plan in the event of business disruption?			
14	Does your organisation run exercises to test the business continuity plan? If so, how often?			
15	Has general staff training regarding business continuity been conducted within the past two years?			
E. SUPPLY CHAIN				
16	Does your organisation have operations outside of Australia / New Zealand that are involved directly or indirectly with Zenith service delivery? If yes, please list which countries.			
17	Please list the countries of operation of your organisation's suppliers who supply products or materials. Also include if you have companies within your supply chain that you use the services of an agent to procure goods on your behalf.			
18	Please list the countries of operation of your organisation's suppliers who supply labour or services.			
F. RESPONSIBLE BUSINESS & MODERN SLAVERY				
19	Is your organisation currently a reporting entity under the Modern Slavery Act 2018 (Cth)?			
20	If YES, please provide a copy of your statement			
21	If NO, please provide details of any steps you plan to take to make a public commitment			
22	Has your organisation lodged a Modern Slavery Statement with the Australian Government's Attorney-General's Department? If so, please provide link to statement or attach a copy here.			
23	Has your organisation or any related entity been convicted for breaching any human rights regulations, including in relation to modern slavery and/or labour standards, or had any notice served upon it, by any regulator or authority (including local authorities)?			
24	Does your organisation produce or provide goods/services that are known to have a high Modern Slavery risk factor? If yes, provide details.			
25	Does your organisation or major suppliers operate or have operations in any countries identified as high risk for Modern Slavery, including: Bangladesh, China, Democratic Republic of Congo, Ethiopia, India, Myanmar, Nigeria, Pakistan, Russia, Thailand? If yes, provide details.			
26	Does your organisation provide training to employees on modern slavery and related labour risks?			
27	Does your organisation undertake any form of due diligence when engaging with a new supplier or contractor that considers the potential presence of all forms of modern slavery including human trafficking, slavery and forced labour?			
28	Has your organisation implemented any management systems or controls to assess your suppliers regularly to ensure there is no form of modern slavery present in your supply chain? E.g. audits, inspections, reviews. If yes, provide details.			
29	Does your organisation have a whistleblowing policy and/or process for employees or external parties to raise concerns? If so, please provide copy			
G. ENVIRONMENTAL SUSTAINABILITY				
30	Does your organisation have a written Sustainability Report or similar? If yes, please provide a copy?.			
31	Has your organisation set a greenhouse gas emissions (GHG) reduction target? If so, provide details			
FSC/PEFC/GECA				
32	Does your organisation have FSC certification? If yes, please provide a copy of the certificate			
33	Does your organisation have PEFC certification? If yes, please provide a copy of the certificate			
34	Does your organisation have GECA certification? If yes, please provide a copy of the certificate			