

MODERN SLAVERY ACT (MSA) AND HUMAN TRAFFICKING DUE DILIGENCE QUESTIONNAIRE:

PROCUREMENT ON-BOARDING AND ONGOING AUDIT QUESTIONS FOR THIRD PARTY SUPPLIERS



NAME OF ORGANISATION:
DATE:

Please note – our standard engagement terms oblige you to abide by all relevant laws including the MSA. This questionnaire reinforces our steps to ensure that slavery and human trafficking is not taking place in any of our supply chains. Please carefully consider and answer the questions below.

Instructions

When supplying copies of documents and other requested information, please comply with the following guidelines:

- (a) provide the appropriate documents or information, or an appropriate negative statement, as soon as is practicable;
- (b) where you are uncertain of the scope of any question, or the relevance of any information or document, please provide too much rather than too little information;
- (c) where the same information and documents are to be supplied in response to two or more different questions, you need not repeat your response if all appropriate cross-references are made; and
- (d) please update your responses as more information becomes available or if subsequent events make any earlier responses inaccurate.

This is an initial request for information and we may ask for further information in due course.

Please provide the following information and documents:

1. Policies

- 1.1 Have you agreed to comply with the AIG Third Party Code of Conduct?
- 1.2 Does your organisation have any written policies and procedures relating to anti-slavery and human trafficking, human rights, ethical trading and/or whistleblowing? If so, please provide copies or links to where these documents can be accessed.
- 1.3 How is compliance with your anti-slavery and human trafficking policies and procedures monitored?
- 1.4 Is there any other document or values statement by the organisation that you wish to bring to our attention? If so, please provide copies or links to where these documents can be accessed.
- 1.5 How frequently are your anti-slavery and human trafficking policies and procedure updated (if any)?
- 1.6 Is your organisation a signatory to or a member of any ethical trading or ethical working conditions initiative, or anti-slavery initiatives or charters? If so, please provide details.

2. Relationships

- 2.1 Who are your direct and indirect suppliers and subcontractors for the supply of goods and services by you to us and in which countries do they primarily operate?
- 2.2 Which relationships are critical for the supply of goods and services by you to us?
- 2.3 How often do you conduct an audit of these suppliers?
- 2.4 Please provide details of any steps you take to mitigate the risk of modern slavery affecting your supply chains, including any labour-related due diligence you conduct on the above suppliers.

3. Goods and services

- 3.1 If applicable, where are raw materials or components for any products supplied to AIG sourced from?
- 3.2 Are you aware of any elevated risk of modern slavery relating to the supply of raw material or products to us? If so, please provide details.
- 3.3 What procedures do you have in place for ensuring that any contract or temporary workers in your organisation or supply chain are not subject to modern slavery or human trafficking?

4. Compliance

- 4.1 Is senior management involved in enforcing the anti-slavery and human trafficking policies? What actions follow from a breach of the policy?
- 4.2 Have there been any reports of or concerns raised regarding modern slavery in your business or supply chains? If so, please provide details.
- 4.3 Has your business or any of your employees, agents or subcontractors who supply goods or services on your behalf, been investigated under the Modern Slavery Act 2015, or any other legislation relating to modern slavery and human trafficking or human rights generally? If so, please provide details.

5. Training

- 5.1 Has any anti-slavery and human trafficking awareness training been provided? If so, how, when and to whom is training provided?
- 5.2 Is tailored or further training is given to higher risk groups, such as your procurement teams?

6. Final question

6.1 Are there any other matters that should be brought to our attention considering the aim of this due diligence exercise?

○ For further information, please refer to the MSA at:

<http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>

○ For further guidance, please see the following from the UK government:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/471996/Transparency_in_Supply_Chains_etc_A_practical_guide_final_.pdf

If you think any of these activities could be taking place within your organisation or within your supply chain, or if after reading the guidance you are still not sure, then you should please let us know immediately by contacting your AIG contact within the Procurement team.