



# Our Impact

Modern Slavery—Self Assessment Questionnaire



Value and sustainability informs everything we do. From the local materials we source to the way we design our furniture, through to manufacture and delivery.





# Furniture by Design

## Our Story



Furniture by Design was born in 1983 after we realised that there was a gap in the market for Australian made, good quality, well-designed furniture at an affordable price.

Furniture by Design is a team of designers, crafters, upholsteres and makers, who work collaboratively to produce quality products at a price that represents value to the customer.

Utilising ethically sourced, FSC® certified timbers along with selectively harvested indigenous timbers we take raw materials and make them into locally made, high-quality sustainable furniture.

Built on the belief of traditional craft combined with innovative technology, our focus is on delivering a range that is thoughtfully crafted with minimum waste.

This focus on sustainability extends to our partnerships with our clients. Our team is committed to growing quality relationships based on true collaboration, integrity and authenticity to deliver ethical, Australian made products.



# Understanding the risks of Modern Slavery in Supply Chains. Self Assessment Questionnaire

## 1. Modern Slavery Laws

The introduction of the UK Modern Slavery Act in 2015, and more recently the Australian Modern Slavery Act 2018 (Cth) (Modern Slavery Laws), require businesses to do more to address risks of modern slavery. The Modern Slavery Laws require large organisations to lodge annual statements which explain what businesses are doing to assess and address risks of modern slavery in operations and supply chains.

The Modern Slavery Laws are designed to (amongst other things) increase business awareness of modern slavery risks and improve transparency across global supply chains.

In addition, the UN Guiding Principles on Business and Human Rights outline that businesses have a responsibility to respect human rights, which includes acting to prevent, mitigate and where appropriate remedy modern slavery within operations and supply chains.

## 2. Purpose of the Questionnaire

This Self Assessment Questionnaire is designed to:

- support the identification of modern slavery risks;
- foster collaborative efforts between suppliers and organisations to address these risks;
- improve transparency; and
- identify areas for further due diligence.

Addressing modern slavery risks is a business-critical issue, as not only is it the right thing to do, it will also improve the integrity and quality of business operations and supply chains.

## 3. How to complete the Questionnaire

Please answer all questions.

Completing this Questionnaire honestly and transparently will allow us to work together to address identified risk factors in the supply chain.

Please see the frequently asked questions on the last page for further guidance.



# Self Assessment Questionnaire

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## Part A—Your Details

Organisation name:	Furniture by Design
Organisation number (ABN/ACN or foreign equivalent):	91003398598
Organisation address (headquarters):	5/86 Gow Street, Padstow, 2211

**Please answer the questions as applicable to the current or proposed goods, materials and/or services agreement you have, or may have, with us.**

### Contracting entity details and locations

Contracting entity name: n/a

Description of goods, materials and/or services provided:

Address of facility, site, or operation location:

### Details of representative to contact for further information

Name:	Kevin Adno
Position in Organisation:	Director
Email address:	kevin@furniturebydesign.com.au
Mobile number:	0401 490 861

Worker Information <sup>1</sup>	Male	Female	Total
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Total number of workers	Estimate 82	Estimate 40	112
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Total number of permanent workers

Total number of seasonal or contract workers or otherwise in non-permanent employment

Total number of workers provided through agencies, labour brokers, and/or outsourced labour companies

### Auditing History

Provide the date and details of any responsible sourcing audits or certifications (including social, ethical or environmental) conducted, and locations they relate to.	n/a No Audits have been done
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### Certification Schemes

Provide the details of any responsible sourcing third-party certification schemes including SMETA, ETI or other ISO standard or other relevant inspections, including the dates of certifications.

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<sup>1</sup>Workers refers to any individual (irrespective of whether they are employed directly, indirectly, temporarily, or permanently) providing the applicable goods, materials or services for or on behalf of the Contracting Entity.





# Self Assessment Questionnaire

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## Part B—Modern Slavery Risk Factor Self Assessment

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Note for representatives completing questionnaire:

Please answer every question and describe reasons for your answer, together with referencing any relevant additional information. You can attach supplementary annexures as appropriate. If you need assistance or clarification, please contact your procurement representative.

<b>General Modern Slavery Response</b>	<b>Yes</b>	<b>No</b>
Does your organisation have policies and processes to identify, investigate and remedy the risk and any instances of modern slavery within your organisation?		x We are part of the Australian Cabinet and Furniture Association as well as a member of the 'Australian Furnishing Association'
Do you provide training to your employees on modern slavery risk?		x
<b>Supply Chain Management</b>	<b>Yes</b>	<b>No</b>
Does your organisation conduct due diligence for modern slavery risks on your suppliers?		x
Does your organisation require your suppliers to conduct due diligence for modern slavery risks on their suppliers?		x
What action does your organisation take if modern slavery practices are suspected?		x
<b>Worst Forms of Child Labour</b>	<b>Yes</b>	<b>No</b>
Does your organisation comply with the United Nations ILO Conventions that prohibit the worst forms of child labour, hazardous child labour and minimum age for work? "Child Labour" is defined as work that deprives children of their childhood, their potential and their dignity and that harms their physical and mental development. Child is defined as anyone under 18 years. The convention sets the minimum age for admission to work at 15 years (13 years for light work), and for hazardous work 18 years. For further information, please visit <a href="http://www.ilo.org/ipecc/facts/lang--en/index.htm">www.ilo.org/ipecc/facts/lang--en/index.htm</a>	x	We adhere to all Australian labour requirements. We go beyond the requirements stipulated in the various industry requirements. Over 80% of our input materials are manufactured in Australia and our suppliers all adhere to Australian labour laws.
Does your organisation undertake checks to ensure child labour is not being used within your organisation or by your suppliers?		Our customers require multiple checks on materials and manufacturing requirements, this is met through their internal QC departments

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# Self Assessment Questionnaire

<b>Forced Labour, Bonded Labour, Human Trafficking</b>	<b>Yes</b>	<b>No</b>
Does your organisation have a policy or process that prohibits modern slavery including all forms of forced labour, bonded labour and human trafficking in its operations and in those of its suppliers?	x	We adhere to the legal framework/ industry governance of Australia and all labour laws. All workers are legally permitted to work in Australia
Are any original identity related documents of workers (e.g. passports, birth certificates, national identity cards) retained?		TFN numbers, identity documents are required on induction in the factory as a new employee
Are workers required to lodge any 'security deposits' (this could include financial or personal property) or pay any recruitment fees?		x On the contrary, loan facilities are made available to employees who require urgent funds
Does your organisation deduct wages, impose monetary fines, and/or withhold pay or pay entitlements of workers? This includes fines for misconduct and poor production.		x On the contrary, employees are incentivized with various bonus structures for superior production
<b>Employment Conditions</b>	<b>Yes</b>	<b>No</b>
Are all workers provided with a written contract in a language they understand, where terms of employment including wage rates and hours of work are clear?		x We have full employee contact information, they are provided with access to industry award information. New employees also undertake an OHS induction
Where accommodation is provided to workers (for example, dormitories, hostels or other forms of shared accommodation), are regular checks conducted to ensure that the living conditions are adequate and meet legal requirements (for example, fire safety, space, temperature, lighting, sanitary facilities, privacy, ventilation).		n/a
Where accommodation is provided, are workers free to leave at will?	x	n/a
Are workers free to lawfully resign their employment without restriction or penalty?	x	
Are workers paid their legal pay entitlements, on time and provided with pay slips clearly showing how wages have been calculated and details of any deductions?		Staff are paid weekly, all relative entitlements and superannuation accounted for. Above Award pay and conditions.
<b>Grievance and Redress Mechanisms</b>	<b>Yes</b>	<b>No</b>
Do workers have mechanisms to anonymously raise concerns related to labour conditions or workplace grievances and access appropriate remedy?		x There are multiple management structures which allows for grievances to be made. There are multiple channels which allows for objectivity in the handling of grievances.
If yes, please describe how these mechanisms are monitored and remedy is provided?		
DECLARATION BY AUTHORISED PERSON – I DECLARE THAT: I am duly authorised to make representations on behalf of the organisation - The information provided here is true, complete and correct.		Kevin Adno Director 31.08.2022





As a values-driven business, we choose to partner with like minded clients who align with our core values and inspire each other to broaden our positive impact.

**Value**

High quality, detailed, craftsmanship that represents value to the customer.

**Authentic**

New ideas, individual, original and honest.

**Collaborative**

People is at the centre of everything we do, We inspire each other to broaden our positive impact.

**Ethical**

We approach our work with integrity, humility, equitability and transparency.

**Sustainable**

Socially just, culturally rich and ecologically restorative.

**Brave**

We study what's been done before and strive to do better to perform on a global stage.





# Modern Slavery in Supply Chains. Self Assessment Questionnaire FAQs

## **What is Modern Slavery?**

Modern slavery refers to situations where one person has taken away another person's freedom, so they can be exploited. Please refer to the Walk Free Foundation's short information guide for further information: <https://cdn.minderoo.com.au/content/uploads/2019/08/15105028/20190815-understanding-modern-slavery-p.pdf>

## **Why are you focusing on Modern Slavery?**

There are an estimated 40 million victims of modern slavery globally. Civil society estimates that modern slavery affects every country, region, business and for many businesses – their supply chains. The introduction of the UK Modern Slavery Act (2015) and the Australian Modern Slavery Act 2018 (Cth) require that businesses do more to address risks of modern slavery within their own organisations and supply chains. These laws are intended to increase business awareness and improve transparency of modern slavery risks across domestic and international supply chains.

## **What is the Self Assessment Questionnaire?**

The Self Assessment Questionnaire is designed to assist suppliers to identify types of modern slavery related risk, collaborate with customers to address these risks, improve transparency across shared supply chains and identify areas for further due diligence. Part A focuses on supplier's details and Part B on the risk assessment. All questions must be completed.

## **How long will this Questionnaire take?**

We expect for most suppliers, it will take 10 to 15 minutes to complete, as many questions require a simple "yes/no" response, and only selected questions require detailed descriptions.

## **Can I annex additional documents?**

Yes. We expect you will need additional space to respond to certain questions, so please annex supporting documents as required.

Can any company use this Questionnaire?

Yes. This Questionnaire has been designed to be used and shared by any company across any industry. We encourage any company to use this template to identify modern slavery risks within your own supply chain.

## **Can I fail the Questionnaire?**

The Questionnaire is not designed to "pass or fail" suppliers. Rather, the purpose of the Questionnaire is to identify modern slavery risks within your and your supplier's supply chains as well as to identify any remediation efforts to address these issues in a sustainable manner.

## **What will happen after I complete the Questionnaire?**

The next steps will vary from company to company.



FURNITURE  
BY  
DESIGN®

**Factory**

Unit 5, 86 Gow Street  
Padstow NSW 2011  
T + 61 2 9793 7663

**Sydney Studio**

GF/79 Myrtle Street  
Chippendale NSW 2008  
By Appointment

[commercial@furniturebydesign.com.au](mailto:commercial@furniturebydesign.com.au)  
**FURNITUREBYDESIGN.COM.AU**