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PRE-SCREENING QUESTIONNAIRE OF CONTRACT LABOUR

Purpose

To ensure that all contractors who supply a labour service to any Whitewater Display Limited site such as; gardening services, cleaning and canteen food services are in compliance under the Ethical Trading Initiative's (ETI) base code of Practice and Whitewater Display Limited's Business Code of Conduct.

Please complete the below questionnaire and return back to your Whitewater Display Limited site contact along with any additional supporting documentation.

1. Child Labour and Young Workers

1. Are any workers under 18 years of age?	YES	NO
2. Are any workers under 16 years of age?	YES	NO
3. What is the age of the youngest worker?		
4. Are there restrictions for workers under 18? If yes, please explain:	YES	NO
5. What procedures does the Company have to verify the age of employees?		

2. Employee Freely Chosen

6. What procedures do you have to ensure that individuals are entitled to work in the UK?		
7. Do all employees work here voluntarily? What procedures are in place to ensure/monitor that all Employees are working voluntarily?		
8. Are employees free to leave their work when their shift ends? If no, please explain why	YES	NO



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3. Safety & Hygienic Conditions

9. Are first aid facilities available?	YES	NO
10. Are there any medically trained personnel when attending sites?	YES	NO
11. Are safety education/training programmes offered (e.g. first aid etc.)	YES	NO
If so, what are they?		
12. Is personal protective equipment available at no cost to the employee?	YES	NO
13. Do employees have unrestricted access to drinkable water?	YES	NO
14. Do you have a qualified person on site responsible for Health & Safety?	YES	NO

4. Freedom of Association

15. Do you allow your employees the right to form or join a trade union?	YES	NO
16. Do you formally recognise trade union(s) for collective bargaining?	YES	NO
If no, what alternative means of employee representation do you provide?		

5. No Discrimination

17. Do you restrict employment by age, race, ethnic group, religion, gender, sexual orientation, political affiliation, and/or national origin?	YES	NO
If yes, please explain why:		



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6. Working Hours

18. Is work time documented by a timecard or swipe card?	YES	NO
If no, please explain the system.		
19. What is the maximum number of consecutive days worked?		
20. What is the normal number of hours worked by a person in any one week (excluding overtime)?		
21. What are the operational hours for this business? From (Hrs.) to (Hrs.)		
22. How many work shifts do you run in your business? How many hours per work shift?		

7. Wages and Benefits

23. What is the lowest wage paid by the company for trained employees?	Wages (£, etc)	Per hour/week/month
24. What is the lowest wage paid by the company for untrained employees?	Wages (£, etc)	Per hour/week/month
25. How are employees paid? Cash/Cheque/Bacs/ Other (Please State)		
26. How is the pay rate calculated? Per Hour/Piece Rate/Per Day/Other (Please state) If other, please explain		



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27. How often are employees paid? Hourly/Weekly/Monthly/Other If other, please explain		
28. Are there any deductions from employees' wages? What charges are deducted from your employees' pay? How is this documented?	YES	NO
29. Are workers paid for training (if applicable)? If yes, please explain	YES	NO
30. Do you pay overtime?	YES	NO
31. How are overtime wages calculated (e.g. weekdays, 1.5x; holiday 2x, etc.?)		
32. What is the average number of overtime hours worked per worker per week?		
33. What is the maximum number of hours employees are asked to work in a given week?		
34. Do employees have time each day for a break? If yes, what is the duration of each break?	YES	NO
35. Is the Company SEDEX registered?	YES	NO
36. Have you been audited to an equivalent standard as SMETA 4 Pillar?	YES	NO

Please ensure a copy of your Modern Slavery Act statement is attached or equivalent policies and procedures.