

# TOOL 11:

## DEFINING ROLES AND RESPONSIBILITIES

This tool will help companies define the roles and responsibilities of different staff in contact with suppliers, avoiding duplication and competing requirements. Delegating and defining roles will ensure companies streamline their implementation of policy and practices that address modern slavery.<sup>76</sup>

TITLE	RESPONSIBILITY	ROLE
Sponsor	Owner of the overall relationship	<ul style="list-style-type: none"> <li>• Communicate broadly the reasons for the importance of addressing the risk of slavery in the supply chain.</li> <li>• Highest level of escalation point for the remedy of any roadblocks, issues or funding requirements.</li> </ul>
Procurement Manager	Owner of the sourcing of suppliers	<ul style="list-style-type: none"> <li>• Required to complete training on what is modern day slavery in the supply chain and the reason it is important to their organization.</li> <li>• Have the ability to identify indicators of slavery (for example knowing who the high risk countries are, understanding the recruitment practices of their supplier).</li> <li>• Ensure compliance to policy and procedures during sourcing process.</li> <li>• Ensure the appropriate contract clauses are added to the contract.</li> <li>• Ensure the appropriate KPIs, reporting frameworks and relevant incentives are added to the contract.</li> </ul>
Contract Administrator	Management of the contract throughout the duration of the term	<ul style="list-style-type: none"> <li>• Required to complete training on what is modern day slavery in the supply chain and the reason it is important to their organization.</li> <li>• Monitor the content of the supplier reporting to ensure all metrics are met in relation to any governance procedures agreed to be implemented throughout the term.</li> <li>• Manage and/or oversee any audits of suppliers' sites.</li> <li>• Have the ability to identify indicators of slavery (for example knowing who the high risk countries are, understanding the recruitment practices of their supplier).</li> <li>• Implement the finding of audits into the governance procedures for that supplier. Report and escalate results where remediation is not successful (Procurement/Strategic Sourcing and Sponsor to then review negotiation planning).</li> </ul>
Purchasing officer	Raising and receipting of Purchase Orders. Receipting.	<ul style="list-style-type: none"> <li>• Required to complete training on what is modern day slavery in the supply chain and the reason it is important to their organization.</li> <li>• Understand the process for reporting any behaviours that may require additional investigation.</li> <li>• Be able to direct internal and external contacts to where the policies are communicated e.g. the company website for Corporate Responsibility.</li> </ul>

TITLE	RESPONSIBILITY	ROLE
Operational Manager	Managing the supplier relationship in an operational team (e.g. Facilities, IT, HR etc. This is not a Procurement team member)	<ul style="list-style-type: none"> <li>• Required to complete training on what is modern day slavery in the supply chain and the reason it is important to their organization.</li> <li>• Have the ability to identify indicators of slavery (for example knowing who the high risk countries are, understanding the recruitment practices of their supplier).</li> <li>• Understand the process for reporting any behaviours that may require additional investigation.</li> <li>• Be able to direct internal and external contacts to where the policy is communicated e.g. the company website for Corporate Responsibility.</li> <li>• Managing the progress on any remediation plans implemented with high risk suppliers.</li> <li>• Supporting investment in the remediation of a supplier. For example this may require additional FTEs for a period of time.</li> </ul>

**CAPS AND REMEDIATION ACTIVITIES TO ADDRESS ANY FORCED LABOUR AND SLAVERY PROBLEMS ARE MORE SUCCESSFUL IF THEY ARE COMBINED WITH PROGRAMS THAT BUILD A SUPPLIER'S CAPABILITY.**

