



# UQ Anti-slavery Working Group-Terms of Reference

## 1. Purpose

- UQ is committed to preventing and ultimately eradicating modern slavery within its operations and supply chain. The purpose of UQ's Anti-slavery Working Group (Working Group) is to facilitate UQ's response to modern slavery and comply with the legislative requirements of the [Modern Slavery Act 2018](#).
- The Working Group will inform and advise UQ's senior executive leadership team on modern slavery related issues and UQ's role in managing and mitigating modern slavery risks. The Working Group will particularly advise on the development, implementation, monitoring and review of UQ's Modern Slavery Action Plan.

## 2. Values

- The values of the Working Group reflect [UQ's values](#) of creativity, excellence, truth, integrity, courage, respect and inclusivity.

## 3. Objectives

- Ensure UQ's compliance with the Modern Slavery Act 2018 through leadership and best practice.
- Foster open and constructive discussion on modern slavery as UQ's peak stakeholder engagement body on modern slavery.
- Share knowledge, expertise, and experience in relation to modern slavery risks.
- Provide input and advice to UQ stakeholders on issues related to modern slavery.

## 4. Scope

- These Terms of Reference apply to members of the Working Group, as well as any participant, who attends a meeting of the Working Group.

## 5. Composition

- To ensure effective balance, representation and thorough advice, the Working Group will consist of participants with diverse roles and expertise.
- UQ's Associate Director for Procurement and Payment Services will act as Chair and be supported by a member of the UQ Procurement team who will act as Group secretariat. The secretariat will provide meeting agendas and ensure minutes of the meetings are prepared, maintained, and circulated to participants.
- An appointed member may resign from the Working Group by writing to the Chair.
- The composition of the Working Group may change from time to time, however, the following functions and/or positions should be invited/represented:

• Academic services	• Legal Services
• Global engagement	• Research and Innovation
• Governance and Risk	• UQ Procurement
• Human Resources	• Senior leaders from UQ Faculties and Institutes



- Any UQ staff member with an interest, passion or expertise in broader ethical and human rights issues may also apply for membership of the Working Group by writing to the Chair.

## 6. Expectations of members

- Attending scheduled meetings.
- Sharing modern slavery communications and information across their own areas and UQ.
- Making timely decisions and taking action to forward the aims of the Working Group.
- Championing efforts to eradicate modern slavery in the operations and supply chains of UQ.
- Keeping abreast of developments in the modern slavery space by undertaking training or other such measures.

## 7. Terms of Reference

- Actively lead, support, and contribute to the development of UQ's annual modern slavery statement, including through providing input and reviewing drafts.
- Identify and progress opportunities to further UQ's modern slavery risk management including contributing to modern slavery risk assessments as necessary.
- Provide a forum to facilitate information flow and debate on modern slavery risks across UQ's operations and supply chain.
- Develop and distribute modern slavery tools and resources as necessary.
- Provide feedback and advice on policies, programs and other initiatives aimed at addressing modern slavery within UQ's operations and supply chain.
- Engage with internal and external stakeholders, including UQ controlled entities, suppliers, The Australian University Procurement Network and Government on matters related to modern slavery.
- Monitor the realisation of intended benefits.

## 8. Administrative arrangements

- The Working Group shall meet at least four times per year on dates determined by the Chair.
- A quorum consists of at least 50% of Working Group members.
- Members may attend in person or virtually.
- Members may delegate attendance to an equivalent peer.
- Decision-making will operate on a consensus basis.
- Each participating member is allowed one vote. The Chair holds the casting vote.
- The Chair may approve any other UQ or Controlled entity employee and/or external party to attend Working Group meetings or participate in certain agenda items.
- Sub-groups consisting of some members of the Working Group may meet to undertake tasks identified and agreed to by the full Working Group.
- Observers may be invited by the Chair to contribute to the deliberations of the meeting.

## 9. Reporting and accountability

- The Working Group acts as an advisory body and is accountable to the Chief Financial Officer for its performance.