



# MODERN SLAVERY STATEMENT

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Box Hill Institute

2020

Box Hill Institute  
465 Elgar Road, Box Hill Victoria

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## INTRODUCTION

This is the first Modern Slavery Statement for Box Hill Institute, as required by the *Modern Slavery Act 2018 (Cth)* (“the Act”). This statement relates to the 2020 calendar year.

The purpose of this statement is to outline the actions to be taken by Box Hill Institute in 2021, to identify and minimise the risk of modern slavery in BHI’s business and supply chain.

The Modern Slavery Statement has been reviewed and approved by the Board of Box Hill Institute.

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## **ABOUT BOX HILL INSTITUTE**

### *Criterion 1 and 2*

Box Hill Institute (“BHI”) is a leading provider of vocational and higher education in Victoria.

BHI’s functions, powers and duties are detailed in the *Education and Training Reform Act 2006* (Vic) and the Constitution of Box Hill Institute.

Beginning in 1924 with just 65 local students, the Institute now operates in 10 countries and offers a wide range of globally recognised courses to more than 40,000 students.

Box Hill Institute is proud to serve its communities through the education, training and lifelong learning that we offer. We work with a broad range of stakeholders across our communities to provide meaningful skills, education and employment outcomes.

Box Hill Institute operates the Centre for Adult Education and the Yarra Ranges Tech School.

### **Our Vision**

To help students grow into proud and successful learners who are valued by industry and community.

### **Our Purpose**

To support community prosperity and industry growth by delivering learning experiences that meet society’s future needs.

### **Our Values**

- Professionalism
- Loyalty
- Integrity
- Courage
- Teamwork
- Innovation

### **Overview of Supply Chain**

As a TAFE, Box Hill Institute sources a vast range of goods and services ranging from educational resources, third party program delivery, building repairs and maintenance, ICT goods and services and marketing and promotional activities. During the 2020 financial year supplies and services procured was approximately \$25m. BHI’s supply chain is limited to Australia, except in few circumstances where BHI through strategic cooperation and global partnerships delivers international education.

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## ASSESSMENT OF MODERN SLAVERY RISKS

### Criterion 3

In 2021, BHI will be moving to align with the policies of the Victorian Government Purchasing Board (VGPB). VGPB policies are mandated under the *Financial Management Act 1994 (Vic)* and subject to Standing Directions issued by the Minister for Finance from time to time. VGPB's supply policies cover:

- Governance
- Complexity and Capability Assessment
- Market Analysis and Review
- Market Approach; and
- Contract Management and Disclosure.

Additional VGPB policies exist in relation to International Agreements, Local Jobs First, Social Procurement Framework, Supplier Code of Conduct and Uniforms and Personal Protective Equipment.

The Supplier Code of Conduct has the purpose of ensuring ethical, sustainable and socially responsible procurement. During 2020, BHI introduced a number of our suppliers to the Supplier Code of Conduct, many for the first time. BHI will continue to work closely with our suppliers to embed the Supplier Code of Conduct.

As part of VGPB alignment, BHI is or will be:

- actively undertaking a detailed review of its procurement processes
- ensuring all suppliers are compliant with the VGPB Supplier Code of Conduct
- adopting a number of State Purchase Contract arrangements.

The impact of these changes will be to provide a stronger framework around supplier engagement which substantially improves BHI's confidence in the integrity of such appointments including, but not limited to, its ability to assess modern slavery risk.

BHI's purchasing activities predominantly involve local businesses based in Australia and have assessed that there is minimal risk of modern slavery exposure. As part of our evolving commitment to managing modern slavery risk, BHI have formed a cross functional team to identify risks and implement mitigations.

BHI understands the important role it plays within our commercial eco-system to be and become not only compliant with our direct obligations under the *Modern Slavery Act 2018 (Cth)* but to engage the commitment of our suppliers and those businesses supplying to our suppliers. In managing our suppliers, BHI will establish policies to assist in taking effective steps through asking the right questions, challenging assurances and obtaining reliable evidence which supports the assertion that modern slavery is not occurring within their – and, therefore, our – supply chain.

## DUE DILIGENCE AND MITIGATION PROCESSES

### Criterion 4

Box Hill Institute will take the following steps to assess and mitigate risk in its supply chain:

PLANNED ACTION	DETAIL	MITIGATING EFFECT
VGPB alignment	Align with the Victorian Government Purchasing Board and adopt State Purchase Contract arrangements where available	Aligning with the Victorian Government Purchasing Board will enable BHI to engage with suppliers with confidence in the integrity of the supply chain of those suppliers.
Update policies & templates	Review and update relevant policies and procedures Insert modern slavery clauses into all BHI contract templates Develop modern slavery questionnaire to insert into tender documentation	These actions will enable BHI to apply a consistent response across various suppliers, which will assist with review and reporting of effectiveness.
Working Group	Establish a modern slavery working group within BHI, to coordinate BHI's modern slavery response and continued monitoring and management against policies and procedures.	BHI understands the complex and cross-functional nature of responding to modern slavery risks, and a working group will ensure that risk are managed across the organisation.
Staff Communication	Communicate modern slavery information to staff and ensure a shared understanding in managing our social responsibilities with respect to modern slavery.	Implement staff training in relation to modern slavery to enable staff to undertake procurement actions with an understanding of BHI's values and expectations in relation to modern slavery.

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## METHODS TO ASSESS EFFECTIVENESS OF ACTIONS

### Criterion 5

For the actions planned to be undertaken in 2021, BHI will assess the effectiveness of those actions as follows:

PLANNED ACTION	ASSESSMENT MECHANISM
VGPB alignment	Track number of State Purchasing Contracts utilised Implement Supplier Code of Conduct commitment by suppliers
Require commitment to the Supplier Code of Conduct	Implement a mandatory commitment to the Supplier Code of Conduct as part of an enhanced contract management approach. Track and report progress.
Update policies & templates	Development of questionnaire and use in tender documentation Number of policies updated Number of template contracts updated to include modern slavery clauses
Working Group	Enhanced management of modern slavery risk through the identification and implementation of cross-functional initiatives.
Staff Communication	Establishment of modern slavery information page on staff intranet Number of training sessions or other initiatives held/utilised

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## CONSULTATION

### Criterion 6

Not required as BHI does not have any reporting entities.

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## EXECUTION

This statement was approved by the Board of Box Hill Institute on 24 June 2021 and has been executed by the Chief Executive Officer on behalf of the Board.



**Vivienne King**  
**Chief Executive Officer / Managing Director**  
**Box Hill Institute**