

NEW CONTRACTOR/ SUPPLIER DETAILS FORM

Please complete every section. If the information is not applicable to your company, please indicate with an N/A. Remember to sign and date this document at the end of the form.

Company Contact Details

Registered Name

Service(s) Provided

Address

Postal Address

(If different from above)

Point of Contact

Email

Phone No.

Business Hours

After Hours

Registration of Company / Business

ABN No.

Registration No.

Sub-contractors

(If operating with sub-contractors, please provide the following details)

Name of Sub-contractor	Service(s) Provided - Trade/Profession

Licensing

(Please provide the appropriate license details)

License	Number

Insurance Details

(Please provide all relevant insurance details)

Work Cover

Third Party

Public Liability

Automotive

MICM reserve the right to request updated insurance documents on an annual basis.

Banking Details (Please provide all relevant banking details)

Bank Name			
Account Name			
BSB		Account No.	

Fees, Charges & Hours

Normal Business Hours			
Hourly Rate	<small>Business Hours</small>	Hourly Rate	<small>After Hours</small>
Callout Rate	<small>Business Hours</small>	Callout Rate	<small>After Hours</small>

Additional Costing

<small>(Please provide all relevant banking details)</small>			
Travelling Time	<small>Per hour</small>	Service Call Min. Charge	
GST Costing		Safety Certificate Change	
		Material Mark Up %	

Please Indicate the Below

After Hours Availability:	Yes	No
24-hour Coverage:	Yes	No
GST Incl. in Labour Cost:	Yes	No

Gift Policy (Tick box)

I/We confirm we have read the *MICM Gift Policy* (Attached to this form)

MICM Acknowledgement

Do you have a personal connection (family, friends, etc.) to any MICM Employees? If so, please provide details below:

The information supplied is true and accurate as of the time of completion.

Print Name			
Signature		Date	/ /

M I C M

WORK COVER QUESTIONNAIRE

The following questionnaire forms a critical part of MICM's evaluation process for contractors. The objective of the questionnaire is to provide an overview of the contractor's OH&S management system.

Contractors will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in the relevant matters.

1. OH&S Policy Management

1.1 Is there a written company health and safety policy?

Yes
No

Comments

1.2 Is there a company OH&S Management System manual or plan?

Yes
No

2. OH&S Training & Monitoring

2.1 Is regular health and safety training conducted in your company?

Yes
No

Comments

2.2 Is a record maintained of all training and induction programs undertaken by employees in your company?

Yes
No

3. OH&S Performance Monitoring

3.1 Are employees regularly provided with information on company health and safety performance?

Yes
No

Comments

Company Reference Please provide the following information for the three most recent contracts completed by the company)

	Contract 1	Contract 2	Contract 3
Contract Details			
Client			
Contact			
Phone Number			
No. of Lost Time Injuries			
No. of Person Days on Contract			
Total Days Lost Due to Injuries			

MICM Acknowledgement

Does your company adhere to the Occupational Heath and Safety Act 2004? Act No. 107/2004?

The information supplied is true and accurate as of the time of completion.

Print Name			
Signature		Date	/ /

Gifts, Benefits & Hospitality Policy

Purpose

The purpose of this policy is to provide guidelines to employees of MICM (The Company) regarding the acceptance of gifts, benefits and hospitality from suppliers and clients, and to ensure that conduct in any business relationship is deemed to be proper. This policy complements the Code of Ethics.

Scope

This policy applies to all MICM, MICS and CCI employees

Policy

Giving and accepting gifts and entertainment is common practice in many areas of business. To ensure that all employees meet the highest ethical and professional standards, they should not offer or receive gifts or entertainment which could be seen as inappropriate or which may give rise to actual or potential conflicts of interest.

Employees must always act professionally with regard to any gifts and hospitality both given and received. Common sense will govern the limit to which gifts and hospitality should be acceptable. Management must monitor all gifts and hospitality expenses incurred by staff, regardless of the amount involved, as part of standard expense approval and claim procedures.

Gifts and hospitality can take many forms. It includes anything that could be seen to be of benefit to the recipient. It could include but is not limited to the following:

- Tangible goods, such as food, liquor, sporting goods, mobile phones, collectibles, etc.
- Lunches and dinners;
- Pleasure trips or accommodation;
- Tickets to sporting or cultural events;
- Travel to/from an event;
- Services; and
- Special privileges

All gifts or hospitality offered or received must satisfy certain principles as set out in this policy. In summary they are that the gift or hospitality must:

- Be reasonable in the circumstances;
- Not be excessive;
- Not be able to be construed as a secret commission, inducement, bribe, or give rise to a potential or actual conflict of interest;
- Not include cash or direct financial benefit; and
- Generally, be consistent with what would be expected under a reasonableness test

Gifts should not exceed \$20 in value.

In general, tickets for sporting, theatrical or cultural events should be accepted only when accompanied by an employee of the supplier or client. Exceptions should be approved in advance by a Director.

Gifts or hospitality may be received from clients and suppliers, but only where it is appropriate in the circumstances. Gifts and hospitality should never be excessive; common sense and your own core values should come into play. In doing so, you should consider all the circumstances, including matters such as:

1. Whether it could lead to or be seen as an actual or potential conflict of interest;
2. What is generally regarded as usual in the business or profession;
3. Whether it is commensurate with the recipient's position or function;
4. The type and frequency of previous gifts or hospitality offered, e.g.

- Acceptance of business-related meals should not exceed once a quarter from any one company and not more than once a month from all suppliers and customers
- Acceptance of infrequent business-related invitations on a non-overnight basis to engage in recreational activities such as sporting or theatrical events and use of an organisation's facilities should not be more than twice a year with the same company.

Cash or direct financial benefit must never be offered or be accepted.

The solicitation of any gift, favour or any form of preferential treatment, either directly or indirectly by or on behalf of an employee, or any relative or friend, from any supplier or client doing or seeking to do business with the Company is absolutely prohibited.

Employee's wishing to engage a supplier to provide services to them for personal use must first seek permission from a Director in writing highlighting the following:

- The scope of work which they are requesting
- The supplier they wish to use
- An estimated cost of the service

If agreed, the employee must provide a written quote for the work to a Director, ensuring that no special pricing or privileges have been included in the quote. A Director may contact the supplier to confirm the nature of the work and may also request evidence of payment on completion of the work.

Secret commissions must not be received by employees and may not be offered or provided to any external party. A secret commission is a benefit received by an agent, without the principal's knowledge or consent, from a third party with whom the agent is dealing on the principal's behalf. An example of this could include involvement with a finance broker.

Gifts or hospitality should never be offered or accepted if it could be interpreted as an inducement or a bribe, or if it would cause embarrassment to the Company, if disclosed to the public.

Gifts or hospitality offered must never be considered in business decisions that may affect the provider. All decisions must be made objectively based on what is in the best interests of the Company and its clients.

Where a supplier or potential supplier is subject to a tender or procurement process, gifts and hospitality are strictly prohibited during this period.

If a client or supplier offers inappropriate gifts or hospitality, management must be notified immediately.

Subject to the general requirements of the guideline as to conflicts and the like, employees may use their own discretion when deciding whether to accept gifts and hospitality. The value of gifts and entertainment should be estimated by the relevant staff member in good faith. If there is any doubt as to whether a gift or entertainment exceeds the limit, it should be treated as though it does, and approval to accept should be sought.

While this guideline does not require specific approval for appropriate gifts or hospitality, line managers are expected to be aware of what gifts and hospitality are offered to employees under their control and to take appropriate action if any gift or hospitality is deemed unacceptable.

There may be situations where it is inappropriate for employees to accept a gift, but for relationship, logistical or other reasons it is preferable not to decline it or it may be impractical to do so. In such cases, management may approve it on the basis that it will be disposed of appropriately. This could be by various means, including:

- Employee auction – the proceeds being donated to a recognised charity;
- Distribution amongst relevant employees; and
- In the case of food or liquor, making it available for a function
- Donating to a charity

