

## Existing Homeworkers Code of Practice

### Accreditation Documentation Requirements – as requested by ACCC

#### **Paperwork required from all accreditation applicant companies:**

- *Fees form*
- *Signed page 2 from the code (company details)*
- *Signed page 12 from the code (signatory page)*

#### **If the applicant company/contractor completes all manufacturing in-house – they must provide:**

- *Schedule 3A – Statutory declaration accepting terms of the code*

#### **If the applicant company gives work out to contractors – they must provide:**

- *Schedule 3 – agreement between the applicant company and contractor*
- *Schedule 4 and attachment – Statutory declaration accepting terms of the code (attachment lists contractors contact details)*

#### **If the applicant company gives work directly to outworkers – they must provide:**

- *Schedule 5 and attachment – Statutory declaration accepting terms of the code for an applicant company who gives work directly to outworkers (attachment lists outworkers contact details)*

#### **If a contractor receives work from a company/contractor and gives work to outworkers – they must provide:**

- *Schedule 6 and attachment – Statutory declaration accepting terms of the code (attachment lists outworkers contact details)*

#### **Documentation already required under current legislation:**

- Registration with Fair Work Australia's Board of Reference (this includes providing a list of contractors to FWA and TCFUA)
- Work agreements with contractors and outworkers
- Wages records for employees and outworkers
- Superannuation payments evidence for employees and outworkers
- Work Cover evidence for employees and outworkers
- Work records (Garment Specification Sheet) given to contractors and outworkers