

# Ethical Sourcing Code Vendor Profile Form

## Part A: Vendor's Details

Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Country: \_\_\_\_\_  
State: \_\_\_\_\_ Post Code/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Web Address: \_\_\_\_\_

## Business Type Please tick appropriate box

Trading House       Distributor       Service Provider       Agent  
 Wholesaler       Manufacturer       Producer/Grower

## Business Type Brief Description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Brand/s to be Supplied Please tick appropriate box/s [Double click box and select a tick]

Kmart       Officeworks       Target  
 Coles       Bi-Lo       Liquorland  
 Other: \_\_\_\_\_

## Quality Control Attach brief summary of your process/system

Do you operate under a Code of Conduct: Attach Brief Outline     Yes       No       N/A  
Do you have third-party certification:       Yes       No  
Organisation: \_\_\_\_\_  
Do you have a HACCP Quality Program:       Yes       No       N/A

## Declaration

In signing this document the vendor hereby certifies that the information provided in Parts A and B is current, complete and accurate as of this date. The Vendor agrees to advise Target of any significant changes.

Name (Type or Print): \_\_\_\_\_

Title: \_\_\_\_\_

Certified by (sign):  \_\_\_\_\_

Date: \_\_\_\_\_

# Ethical Sourcing Code Vendor Profile Form continued

## Part B: Facilities Details

This section is applicable if your company has multiple manufacturing/facility locations  
COMPLETE THIS SECTION FOR EACH OF YOUR FACILITIES

1 Facility Name: \_\_\_\_\_

Location: \_\_\_\_\_

Do you have any Ethical Sourcing Certification from any other retailer?  Yes  No

Please list: \_\_\_\_\_

Production Capacity: \_\_\_\_\_

Commodity/Service: \_\_\_\_\_

Year: \_\_\_\_\_

Floor Space (Sq M): \_\_\_\_\_

No. of Employees: \_\_\_\_\_

**Product Liability Insurance: Cover held. Attach Certified Copy**

Expiry Date: \_\_\_\_\_

Cover Amount: \_\_\_\_\_

Do subcontractors operate under your Code of Conduct?  Yes  No

2 Facility Name: \_\_\_\_\_

Location: \_\_\_\_\_

Do you have any Ethical Sourcing Certification from any other retailer?  Yes  No

Please list: \_\_\_\_\_

Production Capacity: \_\_\_\_\_

Commodity/Service \_\_\_\_\_

Year: \_\_\_\_\_

Floor Space (Sq M): \_\_\_\_\_

No. of Employees: \_\_\_\_\_

**Product Liability Insurance: Cover held. Attach Certified Copy**

Expiry Date: \_\_\_\_\_

Cover Amount: \_\_\_\_\_

Do subcontractors operate under your Code of Conduct?  Yes  No

3 Facility Name: \_\_\_\_\_

Location: \_\_\_\_\_

Do you have any Ethical Sourcing Certification from any other retailer?  Yes  No

Please list: \_\_\_\_\_

Production Capacity: \_\_\_\_\_

Commodity/Service: \_\_\_\_\_

Year: \_\_\_\_\_

Floor Space (Sq M): \_\_\_\_\_

No. of Employees: \_\_\_\_\_

**Product Liability Insurance: Cover held. Attach Certified Copy**

Expiry Date: \_\_\_\_\_

Cover Amount: \_\_\_\_\_

Do subcontractors operate under your Code of Conduct?  Yes  No