



EMPLOYER ACCREDITATION APPLICATION FORM

This is the first step in a process towards accreditation. Throughout this process you will be engaged with an administrator, whose role is to support you to achieve Accreditation. Your application will be assessed by the Accreditation Advisory Board and a licence to use the Living Wage Trade Mark will be granted on the success of your Application.

Name of Employer:

Postal Address:

Physical Address:

Registered Office:

Registration No.:

Status: Company Yes/No
 Incorporated Society Yes/No Other (please specify)

Primary Contact Person

Name:

Title:

Phone No:

Mobile:

Email:

Secondary Contact Person

Name:

Title:

Phone No:

Mobile:

Email:

Addresses of all offices/worksites/premises: (please use a separate page if necessary)

1.
2.
3.
4.

Number of directly paid employees employed by the company/organisation:

Casual: Permanent: Fixed Term: Total staff:

In addition to the staff above, do you have staff on other forms of regular contract? Y/N

(Please provide details)

1. Does your company/organisation meet the criteria that form the basis of Living Wage Employer Policy of the Living Wage Movement Aotearoa New Zealand as outlined below:
 - a. Will all Directly Employed Workers be on the Living Wage prior to accreditation? Y/N
 - b. Will all Indirectly Employed Workers employed by contractors, delivering a service to the business/organisation on a regular and on-going basis, be either on the Living Wage or on milestones agreed as part of the License? Y/N
 - c. Employers have provided workers with access to a Union Y/N
(You will be asked to demonstrate how this criteria has been met. If your evidence includes a collective agreement, union party/ies to that collective agreement will be advised following submission of your application.)
 - d. Have employees' terms and conditions been reduced in order to meet the Living Wage rate? Y/N

2. Where indirectly employed workers are not receiving a Living Wage at the date of Accreditation, milestones for transition to a Living Wage must be incorporated into the licence agreement. Do you have Service Contracts that will require adjustment during the term of the Licence? Please outline the details of the mechanism/s that you have put in place using the table below as a guide.

Service	Milestones (Steps 1, 2, 3....)	Target Date Using Reasonable Endeavours	Final Delivery Date
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3. Applicants will be asked about the steps taken ensure all workers in operations within the control of the organisation/company are paid a Living Wage. This includes:
 - a. rented office space
 - b. another entity (Companies Act 1993)¹.
4. Please describe any operations in 3a, b (above) that may be of interest to the Board considering your Application.

Service	Milestones (Steps 1, 2, 3....)	Target Date Using Reasonable Endeavours	Final Delivery Date

Applicants will be required to provide evidence that Unions have been given access to employees and where Unions are currently involved information about the approach to discussions about employment agreements, both individual and collective.

You may be asked to provide information prior to or following the meeting of the Accreditation Board. For support with implementation plans and/or clauses to insert in employment or procurement contracts contact info@livingwage.org.nz

Name

Signature

Date

1. Companies Act 1993

1. For the purposes of the Companies Act 1993, a company is a subsidiary of another company if, but only if,—
 - a. That other company—
 - i. Controls the composition of the board of the company; or
 - ii. Is in a position to exercise, or control the exercise of, more than one-half the maximum number of votes that can be exercised at a meeting of the company; or
 - iii. Holds more than one-half of the issued shares of the company, other than shares that carry no right to participate beyond a specified amount in a distribution of either profits or capital; or
 - iv. Is entitled to receive more than one-half of every dividend paid on shares issued by the company, other than shares that carry no right to participate beyond a specified amount in a distribution of either profits or capital; or
 - b. The company is a subsidiary of a company that is that other company's subsidiary.
2. For the purposes of this Act, a company is another company's holding company, if, but only if, that other company is its subsidiary.
3. In this section and sections 7 and 8 of this Act, the expression company includes a body corporate.

DEFINITIONS

Directly Employed Workers

Indirectly employed workers:

Indirectly employed workers are those performing regular work in the workplace. It would generally apply to work done on the premises but some contracting out is not necessarily on the premises (e.g. book-keeping, deliveries) and could be taking place in other workplaces or in the home. In some cases the workplace is not a building and the contracted work could be out in the community (e.g. construction, home care, truck-driving). Wider procurement issues, such as contracts the employer has with printers, telecommunication providers, and electricity retailers, for the purposes of this process, are not considered “regular and on-going.”

Union is as defined by the Employment Relations Act 2000 (Part 4).

Living Wage Employer includes any franchiser and its franchisees i.e. a Living Wage franchiser must ensure all franchisees are also meeting the criteria for a Living Wage.

Living Wage Employer Accreditation Board operates under a Terms of Reference. It is established by election of Member Groups (at least two members from each of the following: trade unions, faith-based religious groups, community/secular groups) and co-option of employers on an annual basis.

Living Wage Employer Accreditation Policy is agreed by the Living Wage Movement Aotearoa NZ Governance Committee.

Living Wage is the current Living Wage rate as determined by the Family Centre Social Policy Research Unit, or the successor research body.

Living Wage Movement Aotearoa New Zealand (LWMANZ) is the incorporated society to which the Accreditation Advisory Board is responsible.

Living Wage Movement Aotearoa New Zealand Incorporated
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Living Wage Aotearoa New Zealand