

Anti - Slavery Policy



**For a world free
from slavery**

Quality Manual 9001: 2015		Amendments authorised by: Mr S. Fasulo	
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Anti - Slavery Policy

1. Introduction

This statement is made pursuant to s.54 of the Modern Slavery Act 2015 and sets out the steps that Workplace Group (UK) LLP has taken and is continuing to take to ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

2. Aim of policy

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. Workplace Group has a zero tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain.

3. Our business

Workplace Group are an independent dealership offering labour and project specialism in Furniture, Fittings and Equipment to the private and public sectors in office, hospitality, education, healthcare and residential markets. We are a resource for clients who look to procure the right product at competitive prices.

4. Our high risk areas

We rely on the external manufacturing chain heavily to provide the product we need for our clients. The majority of the products we purchase are manufactured in the European Union, however we recognise that issues can be found in any location especially in the location and transportation of raw materials from the original point of cultivation, whether it be steel, plastic or wood materials or by-products. These original materials indeed may be further afield than Europe and may be within the subcontinent.

5. Our policies

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner. These include:

- A. Anti-slavery policy. This policy sets out the organisation’s stance on modern slavery and explains how employees can identify any instances of this and where they can go for help.
- B. Recruitment policy. We operate a robust recruitment policy, including conducting eligibility to work in the UK checks for all employees to safeguard against human trafficking or individuals being forced to work against their will.

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- C. Whistleblowing policy. We operate a whistleblowing policy so that all employees know that they can raise concerns about how colleagues are being treated, or practices within our business or supply chain, without fear of reprisals.
- D. Code of business conduct. This code explains the manner in which we behave as an organisation and how we expect our employees and suppliers to act.

6. Our suppliers

Workplace Group operates a supplier policy and maintains a preferred supplier list. We conduct due diligence on all suppliers before allowing them to become a preferred supplier. This due diligence includes an online search to ensure that particular organisation has never been convicted of offenses relating to modern slavery [and on site audits which include a review of working conditions]. Our anti-slavery policy forms part of our contract with all suppliers and they are required to confirm that no part of their business operations contradicts this policy.

In addition to the above, as part of our contract with suppliers, we require that they confirm to us that:

- I. They have taken steps to eradicate modern slavery within their business
- II. They hold their own suppliers to account over modern slavery
- III. (For UK based suppliers) They pay their employees at least the national minimum wage / national living wage (as appropriate)
- IV. (For international suppliers) They pay their employees any prevailing minimum wage applicable within their country of operations
- V. We may terminate the contract at any time should any instances of modern slavery come to light

7. Training

We regularly conduct training for our procurement/buying teams so that they understand the signs of modern slavery and what to do if they suspect that it is taking place within our supply chain.

8. Our performance indicators

We will know the effectiveness of the steps that we are taking to ensure that slavery and/or human trafficking is not taking place within our business or supply chain

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- No reports are received from employees, the public, or law enforcement agencies to indicate that modern slavery practices have been identified within our business or supply chain

9. Modern Slavery

- To report suspected modern slavery call **999 or 101** if it's not an emergency
- To report suspected modern slavery call Crime stoppers: **0800 555 111**
- The Salvation Army's **24 hour confidential helpline** for reporting modern slavery on **0300 3038 151**
- The Modern Day Slavery Foundation's **helpline** on **0800 0121 700**, open 24 hours a day
- The NSPCC's **helpline** on **0808 8005 000** if you think a child is in danger of trafficking

Approval for this statement

This statement was approved by the Managing Partner
Name: Philip Leathwhite

Signature



Date 14/04/2016

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