

## Staff Handbook

### Modern Slavery and Human Trafficking Policy

#### Modern Slavery and Human Trafficking Policy Statement

This statement is made to pursuant to Section 54, Part 6 of the Modern Slavery Act 2015 and sets out the steps The Thomas Saunders Partnership Limited has taken to ensure that slavery and human trafficking is not taking place in its business or any part of its supply chain.

Modern slavery and human trafficking remain hidden blights on our global society. Modern slavery is the term used to encompass slavery, forced and compulsory labour and human trafficking of all ages. The Thomas Saunders Partnership Limited's code of conduct prohibits modern slavery.

All The Thomas Saunders Partnership Limited employees have a responsibility to comply with the code of conduct and be alert to the risks brought about by modern slavery in our business and the wider supply chain. Staff are expected to report any concerns and management are expected to act upon them.

Suppliers (including their subsidiaries or sub-contractors are expected to act in accordance with the code of conduct, or an equivalent of its relevant core principles in the performance of any agreement.

The Thomas Saunders Partnership Limited has a zero tolerance to slavery and human trafficking and we expect all of its suppliers and sub-contractors to comply with and meet our values and standards. The Thomas Saunders Partnership Limited will ensure compliance through management meetings, site visits, internal and external audits.

The Thomas Saunders Partnership Limited has put in place a fair and transparent recruitment and resourcing procedure in relation to our labour practices, false employment and modern slavery in accordance with relevant legislation and standards.

The requirements made of the supply chain to modern slavery are communicated and contracted upon through our code of conduct and sustainable procurement policy. The Thomas Saunders Partnership Limited expects all suppliers to conduct right to work checks of their workforce in accordance with the Immigration and Asylum Nationality Act 2006, which will be reinforced when a worker attends their first site induction where their papers are verified.

The Thomas Saunders Partnership Limited will seek to work in partnership with all suppliers to tackle and combat the threat of human trafficking and modern-day slavery throughout our supply chain, in accordance with international environment, social and ethical standards.

In order to ensure the highest level of understanding of the risks associated with modern slavery and human trafficking in our supply chain, The Thomas Saunders Partnership Limited provides information and training for all staff members.

**Signed:**  **Date:** 01 May 2018