

SLAVERY & HUMAN TRAFFICKING POLICY



**General &
Technical**
FLOORING SERVICES

Introduction from the Managing Director

Slavery and human trafficking remains a hidden blight on our global society. We all have a responsibility to be alert to the risks, however small, in our business and in the wider supply chain. Staff are expected to report concerns and management are expected to act upon them.

Organisation's Structure

We are a flooring contractor with its head office in Aberdeen and an office in Livingston. The Business has an annual turnover of circa £6,000,000.

Our Business

Our business is organised into two business units split geographically.

Our Supply Chains

Our supply chains include the sourcing of people (sub-contractors) and materials to principally deliver client projects.

Our Policies on Slavery and Human Trafficking

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business. Our Anti-slavery Policy reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

Due Diligence Processes for Slavery and Human Trafficking

As part of our initiative to identify and mitigate risk:

- We undertake all of our projects using directly employed employees or trusted and approved sub-contractors to ensure optimum control of the work environment;
- Where possible we build long standing relationships with local suppliers and subcontractors and make clear our expectations of business behaviour and standards;
- We expect each entity in the supply chain to, at least, adopt "one-up" due diligence on the next link in the chain. It is not practical for us and every other participant in the chain to have a direct relationship with all links in the supply chain; and
- We have in place systems to encourage the reporting of concerns and the protection of whistle blowers.

Supplier Adherence to Our Values

We have a zero-tolerance approach to slavery and human trafficking. We expect all those in our supply chain, employment agencies and sub-contractors to comply with our values. Senior Management and other senior stakeholders are responsible for compliance in their respective departments and for their supplier relationships.

Training

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we provide training to relevant members of staff. All Directors have been briefed on the subject.



Our Effectiveness in Combating Slavery and Human Trafficking

We use the following key performance indicators (KPIs) to measure how effective we have been to ensure that slavery and human trafficking is not taking place in any part of our business or supply chains:

- Accurate completion of Right to Work in the UK documentation at the recruitment stage of the employee lifecycle and, where appropriate, conducting follow -up Right to Work checks;
- Monitoring all employees with time-limited leave to remain in the UK to ensure their leave has not expired;
- Level of communication and personal contact with next link in the supply chain and their understanding of, and compliance with, our expectations.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our group's slavery and human trafficking statement for the current financial year

SIGNED

J.MORRISON (MD) 01/11/2022

DATE	REVISION	DETAIL	PREPARED BY	APROVED BY
July 2020	A	New Background	John Morrison	John Morrison
November 2021	B	Tidy up only	John Morrison	John Morrison
November 2022	B	Annual review	John Dunn	John Morrison