

## Anti-Slavery Policy

Broadstock Office Furniture Limited (The Company) has a zero tolerance approach to slavery and is committed to preventing acts of:

**Slavery** (exercising powers of ownership over a person)

**Human trafficking** (act of recruiting, transporting, transferring, harboring or receiving a person or persons through coercive means, such as force, deception or abuse.

**Forced or compulsory labour** (any work or service which people are forced to do against their will under the threat of some form of punishment or penalty and for which the person has not offered themselves voluntarily)

**Debt Bondage/Bonded Labour** (can be made to look like an employment agreement but one where the worker starts with a debt to repay, the person is then trapped into working for very little or no pay, often taking years to repay the debt (often a payment to get the job in the first place)

The Company acknowledges responsibility to the Modern Slavery Act 2015 and will ensure transparency and accountability across the business and throughout its supply chain with suppliers of goods and services to the organisation.

As part of the companies due diligence processes into slavery and human trafficking the supplier approval process incorporates a review of the controls undertaken by the supplier. Imported goods from sources from outside the UK and EU are potentially more at risk for slavery/human trafficking issues. The level of management control required for these sources will be continually monitored.

The Company will not support or deal with any business knowingly involved in slavery or human trafficking.

The Company Directors and senior management shall take responsibility for implementing this policy statement and its objectives and shall provide


adequate resources (training, etc) and investment to ensure that slavery and human trafficking is not taking place within the organisation and within its supply chains.

A full copy of this policy and a copy of the Modern Slavery Act 2015 will be accessible to all employees through the Titan system and can be obtained from the Quality Manager upon request. The policy can also be accessed via the company's web site & intranet. This policy statement will be reviewed annually and published.

This Policy takes into account, and supports, the policies, procedures and requirements documented in our Integrated Management System, compliant with the requirements of **ISO 9001:2015**, **ISO 14001:2015** and OHSAS 18001:2007. The implementation and operation of this management system underlines our commitment to this policy. Formal procedures concerning slavery and human trafficking have been established, including review of recruitment policy, information displayed on staff notice boards, whistle blowing procedures disciplinary procedures where they are breached.

Additional procedures ensure that this policy is understood and communicated to all levels of the company, and that it is regularly reviewed by the Directors to ensure its continuing suitability and relevance to the company activities.

Signed on behalf of Broadstock Office Furniture Limited:

Signed  (Andrew Kendall-Jones: CEO)

Dated **01/10/2017**