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| **Anti-Slavery & Anti-Trafficking Policy** | Y:\CONSULTANCY\CLIENTS FILES\H&S\Impact Mail and Print\Logo Website 2022.jpg |

**Policy Statement**

Impact Mail and Print recognises that regulatory compliance is a minimum standard and is committed to providing appropriate resources to where practicable exceed the requirements set out within legislation. The business is also committed to ensuring that there is transparency within the business and our approach to tackling modern slavery.

Efforts are made by Impact Mail and Print to prohibit modern slavery and human trafficking in our operations and through our supply chain consistent with disclosure obligations under the Modern Slavery Act 2015. We have and are committed to implementing appropriate systems and controls aimed at achieving that modern slavery is not taking place anywhere within our organisation or in supply chains used by the business for services that are provided.

The act of modern slavery is a crime and violation of fundamental human rights, this may take various forms that would include, slavery, servitude, forced and compulsory labour, bonded and child labour, and human trafficking. Modern slavery results in the deprivation of a person’s liberty to exploit them for personal or commercial gain.

Impact Mail and Print has a zero-tolerance approach to modern slavery and are committed to ensuring that business activities are carried out ethically and with integrity, systems, and controls in place through this policy will be enforced and monitored, we expect the same high standards of compliance from our suppliers with regards to modern slavery who will also hold their own suppliers to the same high standards that meet or exceed expectations.

**Responsibility for the Policy**

The Company has overall responsibility for ensuring that this policy complies with legal and ethical obligations and expect everyone working with or on behalf of the Company to support and uphold the measures taken to safeguard against modern slavery taking place.

**Organisational Chart**

The organisational structure below is to be followed for health and safety / modern slavery within the business, however where required personnel have the freedom to move through the chain for clarification.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Impact Mail & Print  (Directors) | |  |  |  |
|  |  |  |  |  |  |
| Health & Safety Consultancy Service | |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | Impact Mail & Print  (H&S Managers) | |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Drivers,  Goods in / out | |  | Production  Management | |  | Office  Management | |
|  |  |
|  |  |  |  |  |  |  |  |
| Contract Deliveries, Agency | |  | Production Personnel / Agency Personnel | |  | Supply Chain / Management | |
|  |  |  |  |  |  |  |  |
| Deliveries of business supplies | |  | Visiting Suppliers | |  | Main Office / Administration | |

**Commitments**

We are a Company that expects everyone working with us or on behalf of the Company to ensure that measures to safeguard against modern slavery are followed, this would include:

* Having a zero-tolerance approach to modern slavery within our organisation and throughout the supply chain used by the Company
* A responsibility for ensuring that employees understand and comply with this policy through adequate training and communication on modern slavery.
* Prevention, detection, and reporting of modern slavery in any part of the Company or supply chain is the responsibility of all those working for us or under our control.
* All personnel are not to engage in, facilitate, or fail to report any activity that may lead to or suggest a breach of this policy.
* Employment and recruitment agencies and other parties supplying personnel to our Company are responsible for confirming their compliancy to this or equivalent policy.
* Encouragement is given to raising concerns about issues or where there is suspicion to believe that modern slavery has, is or maybe taking place.
* Where there is any doubt whether a breach or treatment of a person constitutes a form of modern slavery the business directors are to be contacted without delay.

**Supply Chain**

As with many / all businesses there is a requirement for a business relationship with suppliers of products and services that contribute to Impact Mail and Print products and services provided, the business supply chain are required to ensure compliance with the policy and procedures that are in place to assist with preventing anti-slavery / trafficking.

We will continue to promote and encourage our suppliers to take practicable steps to ensure that slavery and human trafficking is not taking place in any part of our or their supply chain / part of their business. Suppliers are expected to conduct appropriate and practicable due diligence on their supply chains to assist Impact Mail and Print with compliance to this policy.

**Due Diligence Processes for Slavery and Human Trafficking**

The Company undertakes due diligence when considering new suppliers, encourages long-standing relationships, and makes clear our commitment to responsible corporate behaviour in all business activities.

We would consider invoking sanctions against suppliers that fail to improve their performance in line with expected standards.

This Modern Slavery and Human Trafficking Statement will be regularly reviewed and updated as necessary where there is reason to believe that this is no longer valid.

**Status of the Policy**

Any employee who considers that the policy has not been followed in respect of modern slavery should raise the matter with their Manager or the Directors where required.

**Breach of the Policy**

Any employee who breaches this policy will be subject to disciplinary proceedings including, where appropriate, dismissal for gross misconduct, and may also face criminal charges.

Appropriate action will be taken where it is believed that a breach has or is taking place, the Company may terminate any agreement or relationship with individuals, organisations, and suppliers where there is a breach of this policy.

**E-Signed:** N Sherwood, Company Director

**Date:** February 2024