

Policy Title: Modern Slavery Policy
 Version: 1.0
 Date: 17/04/2023
 Author(s): Judith Moore HRM
 Distribution: Public
 Relevant to: All employees

Revision History

Version	Date	Revision Author	Summary of Changes
1.0	17/04/2023	HR Manager	New Policy

Change History Record

Issue	Description of Change	Approval	Date of Issue

AGENDA RESOURCE MANAGEMENT LIMITED

MODERN SLAVERY POLICY

1. Purpose

- 1.1 Agenda takes its responsibility to comply with the Modern Slavery Act, 2015, along with its commitment to ethical practice extremely seriously. The company aims to operate with integrity across the group, whether working in the UK or abroad. This document sets out to prevent the opportunities for modern slavery to occur within the company, or its supply chain. Throughout this document, the use of the term “modern slavery” refers to the meaning given in the Modern Slavery Act, 2015. The policy applies to all Agenda employees.

2. The Modern Slavery Act, 2015

- 2.1 The Modern Slavery Act, 2015, made modern slavery a criminal offence in the UK. The Act is constructed to address slavery in the UK and brings together previous offences relating to human trafficking and slavery.

3. What is Modern Slavery?

- 3.1 Modern slavery has many forms. These include forced or compulsory labour, servitude and human trafficking, all of which have in common one person, company or group depriving another person or group of their liberty in order to exploit them for personal or commercial gain.

Forms that slavery can take include:

- Child trafficking
- Forced labour
- Organ harvesting
- Labour exploitation
- Forced marriage
- Domestic servitude
- Sexual exploitation
- Criminal exploitation

4. Scope of the Modern Slavery Act

- 4.1 From 29th October 2023, the Transparency in Supply Chain Provisions (Modern Slavery Act, 2015, Section 54 (1)), made it a legal requirement for organisations to publish an

annual statement if they have an annual turnover exceeding the threshold of £36 million.

- 4.2 Agenda has issued a statement confirming the measures the steps it has taken to make sure that slavery and human trafficking does not take place at Agenda or in any supply chain. This statement is available for all members of staff on the Company SharePoint. It can further be viewed on the Agenda Resource Management Ltd website.

5. **Associated Policies**

- 5.1 Agenda has several policies which reflect the company's commitment to proper behaviour when it comes to our organisational relationships. Our policies support the implantation and enforcement of effective systems and controls. They contribute to minimising the risk of modern slavery and human trafficking to those within our organisation and those in the supply chain. Those policies include:

- Recruitment Policy
- Whistleblowing Policy
- Safeguarding Policy
- Confidentiality Policy
- Anti-bribery, Gifts and Hospitality Policy

All policies are regularly reviewed and updated, as necessary, in order that they remain effective and appropriate. Subject to legislative changes, the Modern Slavery Policy will be reviewed and updated accordingly.

6. **Policy Outline**

- 6.1 This policy document sets out Agenda's zero-tolerance approach to modern slavery. The company assesses risks across the supply chain and has procedures to ensure third parties: contractors, consultants, suppliers and partners who might deliver projects on our behalf. In areas where modern slavery may happen, Agenda is constantly working towards its eradication. We have identified key areas where there are risks for the organisation:

- The use of sub-contractors
- When our employees are on the site of third parties

- 6.2 We will provide guidance to all our employees on modern slavery by:

- Providing in-house training
- Use our internal communication channels to raise awareness of Anti-Slavery Day (18th October)

- Ensure our colleagues have access to links to Modern Slavery information, including helpful websites, organisations and materials, including Anti-slavery International, Unseen UK and the UK Government website.

7. Supply Chains

Due to the geographical reach of Agenda, some procurement is centralised at Head Office whereas some is decentralised with goods and services being purchased more locally or regionally.

Everyone involved in the procurement of goods and services is given Modern Slavery awareness training.

8. Our Approach

To mitigate risk in the supply chain, our Operations teams will:

- Identify and assess potential risk areas in the UK supply chains by conducting an organisation-wide risk analysis
- Mitigate risk by being transparent and working with our suppliers
- Request Modern Slavery Policy or Statement from our suppliers
- Include a clause on modern slavery in all contract
- Create guidance with our facility teams and partners on how to assess risk in supply chains and contractors.

9. Risk Management

Agenda's Modern Slavery Policy and policies around recruitment, safeguarding and procurement ensures that we have effective controls in place. All employees are encouraged to speak up and share any concerns through our whistleblowing and confidentiality policies.

To further manage risk, Agenda works with suppliers and contractors to acknowledge our commitment to combat slavery by inserting relevant clauses into our contracts and agreements.

10. Training and Awareness Raising

Agenda annually reviews awareness and training to ensure a high level of understanding of the risks of modern slavery. Agenda holds internal awareness campaigns to raise awareness of modern slavery in its, often not obvious, guises. This is aimed at helping all colleagues at Agenda to better understand the risks and how the company is working to manage risk and to mitigate modern slavery.

11. How to Report Modern Slavery Concerns

Agenda colleagues who suspect signs or incidents of modern slavery in the UK should:

- Report any suspected incidents of modern slavery to the police by dialling 999
- Contact the Modern Slavery Helpline on 0800 0121 700 if they hold information which could lead to the identification, discovery and recovery of victims of modern slavery in the UK
- Visit www.unseenuk.org for further information on modern slavery
- Make an anonymous call to Crimestoppers on 0800 555 111

Agenda colleagues who suspect incidents or signs of modern slavery, internationally, should:

- Contact Anti-Slavery International at <https://www.antislavery.org/contact-us/> or other anti-slavery organisations
- Search online for the relevant helpline in the country which the suspected incident has taken or is taking place
- Contact the embassy or consulate of the person if they feel that person has been trafficked or is being exploited.

12. Monitoring, Review and Performance Information

The monitoring and effectiveness of this policy will be managed by the HR Manager. This includes:

- Recording and monitoring any incidents or reports made to us which conflict with our values
- Treating all reports and incidents confidentially in line with our confidentiality policy
- Reviewing and strengthening centralised procurement processes and policy, taking into consideration a range of risks which include modern slavery and human trafficking.