

## Modern Slavery Policy Statement

### Introduction

At Bates Office Services Ltd we are committed to the elimination of modern-day slavery and human trafficking within our supply chains.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. Bates Office Services Ltd has a zero-tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within our own organisation or our supply chain.

### Our Policy on Modern Day Slavery and Human Trafficking

Bates Office Services Ltd are committed to ensuring that modern day slavery or human trafficking has no part in any function of our business activity, and we will adopt a policy whereby we will in so far as be reasonably practicable require our suppliers to hold a similar ethos to ours.

### Bates Office Services Ltd guidance on Modern Slavery is to:

- Comply with UK and European legislation and regulatory requirements
- Make modern slavery factors a consideration when making procurement decisions
- Ensure appropriate awareness throughout our organisation of modern day slavery issues
- Ensure that our suppliers and service providers are aware we actively promote the requirements of legislation

### Bates Office Services requires suppliers to demonstrate the following:

- They don't use any form of forces, compulsory, slave or child labour
- Their employee works voluntary
- They provide each employee with an employment contract that contains reasonable mutual standards
- They don't withhold employee's salaries for any reasons
- They don't require any employees to surrender their passports or work permits as a condition of employment.

### We aim to.

- Include modern slavery conditions/criteria in specification or tender documents wherever applicable
- Train all staff in slavery and human trafficking to help them spot the signs and know how to report it
- Evaluate specifications and tenders with appropriate weight given to modern slavery points
- Encourage all our suppliers and contractors to take their own action and understand their obligations to these requirements.

### Policies

Bates Office Services operates the following policies for identifying and prevent slavery and human trafficking within our supply chain.

- Whistleblowing – we encourage all employees, customers, and suppliers to report any suspicion of slavery or human trafficking without fear of retaliation. We provide a confidential way of reporting to protect the identity of the whistle-blowers
- Supplier code of conduct specifies our approach to ensuring that our supply chain also adhered to the standards we expect.

This statement is made pursuant to section 54(1) of the **Modern Slavery Act 2015** and constitutes our slavery and human trafficking statement for the year, from the date of this document.



**David Taylor**  
Managing Director