

## **Anti-slavery and Human Trafficking Statement**

This statement has been published in accordance with the Modern Slavery Act 2015. It sets out the steps taken by Office Angels Limited (“we” or “our”) to prevent modern slavery and human trafficking in its business and supply chains.

### **Our Business**

We have a zero-tolerance approach to modern slavery and human trafficking within our business and supply chains.

We supply recruitment services and are members of the following trade bodies:

- Recruitment and Employment Confederation (“REC”); and
- Association of Professional Staffing Companies (“APSCO”).

We are part of the Adecco group of companies (the “Adecco Group”).

### **Commitment to Human and Labour Rights**

The Adecco Group is a member of the World Employment Confederation and has a long history of promoting human rights. For example, in November 2003, the Adecco Group became the first in our industry to sign the United Nations Global Compact. Further, in November 2008, UNI Global Union and the World Employment Confederation’s members, including the Adecco Group, signed a memorandum of understanding to consolidate the industry’s global social dialogue to achieve fair conditions for the temporary agency work industry. These two public endorsements are due to the fact that the Adecco Group acknowledges and recognises the:

- International Labour Organisation (“ILO”) Declaration on Fundamental Principles and Rights at work; and
- ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy.

In June 2013, sector-specific guidance on corporate responsibility and human rights was published for employment and recruitment agencies. The development of this guidance involved extensive research and multi-stakeholder consultation. The World Employment Confederation was involved in the drafting process from the beginning. The Adecco Group actively supported the World Employment Confederation and contributed to the various drafting and consultation phases.

The Adecco Group has published Human and Labour Rights Guidelines which sets out the Adecco Group’s commitment to International Labour Standards including the relevant ILO Conventions (i.e. 29 and 105 (Forced Labour)). These guidelines provide guidance and raise awareness amongst the Adecco Group’s stakeholders.

Further, the Adecco Group’s Corporate Social Responsibility strategy has been defined in alignment with the Adecco Group’s overall strategy which includes human and labour rights.

The steps taken by the Adecco Group so far are part of the Adecco Group’s mission to meet the Adecco Group’s human rights standards including in the areas of forced labour and human trafficking.

### **Policies**

Our Anti-slavery and Human Trafficking Policy (“the Anti-slavery Policy”) reflects our commitment to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our business and supply chains. The Anti-slavery Policy sets out our zero-tolerance approach to modern slavery and human trafficking. Every member of staff is expected to comply with the policy which includes raising any concerns and using the appropriate reporting channels at the earliest possible stage.

We also operate a Whistleblowing Policy which encourages all staff to report any wrongdoing (including any breaches of the Anti-slavery Policy). All reports will be fully investigated and remedial action will follow if appropriate.

All policies are available to staff at all times via our internal intranet system.

### **Supplier Code of Conduct**

We have a long-standing approach to supply chain responsibility and so expect our suppliers to agree and adhere to our ethical standards for doing business. These standards require (without limitation) suppliers to:

- refrain from holding a person in slavery or servitude or requiring a person to perform any form of forced or compulsory labour;
- not arrange or facilitate the trafficking of any persons;
- not purchase materials or services from companies who use involuntary labour or participate in human trafficking;
- operate in accordance with the United Nations Universal Declaration of Human Rights (“UN UDHR”), and the fundamental human rights and labour rights as articulated by the International Labour Organisation (“ILO”);
- treat and reward employees equally on the basis of the characteristics of their work and the intensity of their effort;
- provide, while taking into account the specific dangers of the relevant sector, for safe, hygienic, and healthy working environments for their employees;
- provide, as a minimum, rates of pay at the national legal standards; and
- act in accordance with applicable national and regional laws and regulations at all times.

### **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 our staff where relevant.

### **Due Diligence Processes**

We have in place systems to:

- identify and assess potential risk areas in our supply chains (where appropriate);
- audit existing and prospective suppliers (where appropriate);
- mitigate the risk of slavery and human trafficking occurring in our supply chains; and

- protect whistle blowers.

### **Our Effectiveness in Combating Slavery and Human Trafficking**

We have Business Process, Business Assurance, HR and Legal teams dedicated to ensuring compliance with law, policy and process across the business. We review our policies and procedures on a regular basis to ensure on-going compliance. The Business Assurance team regularly audits and assesses the business to ensure and assess compliance. The results from these audits assist us in measuring 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.

This statement was approved by the board of directors on 22 December 2016 and is made pursuant to section 54(1) of the Modern Slavery Act 2015.

A handwritten signature in black ink, appearing to read 'J Marshall', written in a cursive style.

John Marshall