



**COMPANY POLICIES & PROCEDURES  
No. 41**

**Modern Slavery Policy  
Version 1.0**

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## **1. Policy Statement**

- 1.1** Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, forced labour and human trafficking, all of which have in common the deprivation of a person's freedom by another in order to exploit them for personal or commercial gains.
- 1.2** DMR Collation has a zero-tolerance approach to modern slavery and is committed to acting ethically and with integrity in its business dealings and relationships by carrying out due diligence to ensure modern slavery is not taking place within its own business operations or that of its suppliers.
- 1.3** The Company is committed to ensuring there is transparency in its own business to tackling modern slavery and expects the same high standards from its suppliers, contractors and other business partners. As part of its procurement process it asks suppliers on an annual basis to complete a Supplier Questionnaire which includes detailing if they have a Modern Slavery Policy in place and if they adhere to living wage/minimum wage requirements for their employees.

## **2. Policy Purpose**

- 2.1** The purpose of this policy is to set out how DMR Collation Ltd adheres to its responsibilities under the Modern Slavery Act 2015.

## **3. Scope**

- 3.1** This policy applies to all persons working for DMR Collation Ltd or on its behalf in any capacity, including employees at all levels, directors, contractors and external consultants.

## **4. Responsibilities**

- 4.1** Caroline Packer, the Managing Director has overall responsibility for ensuring effective implementation of this policy.
- 4.2** Day to day responsibility may be delegated to a member of the Senior Management Team.

## **5. Training**

- 5.1** The Company has provided awareness to its staff so that they understand the signs of modern slavery and what to do if they suspect it is taking place

**6. Breaches of this Policy**

- 6.1** Any employee, consultant or contractor who breaches this policy will face disciplinary action, which could result in dismissal or gross misconduct.
- 6.2** The Company may terminate its relationship with any contractors, suppliers or external consultants working on its behalf if they breach this policy.

**7. Related Documents**

- 7.1** This Policy should be read in conjunction with the Supplier Quality Questionnaire, Recruitment and Selection and Outsourced Activities Policies.