

Modern Slavery & Human Trafficking Statement

This statement is made on behalf of Verco Office Furniture Ltd and sets out the steps we have taken to ensure that our business, as well as our supply chains are free from Human slavery and human trafficking during the year ending 31/12/2023.

Our Commitment

Verco is committed to preventing acts of modern slavery and human trafficking from occurring within its business. We always work to the highest professional standards and comply with the Modern Slavery Act 2015 (and 2018 Reviews) plus all laws, regulations, and rules relevant to our business. We expect high standards from those we work with and are committed to ensuring there is no modern slavery or human trafficking in our supply chains.

Slavery, child labour and human trafficking are serious crimes and a violation of fundamental human rights. There are various forms of this 'Modern Slavery', which deprives victims of their liberty and usually involves financial exploitation. We conduct our business fairly, ethically and with respect to fundamental human rights. We are fully committed to the prevention of all forms of slavery, forced labour or servitude, child labour and human-trafficking, both in our business and in our supply chains.

Employees

People within our Company are required to read and comply with this policy if they work for, or on behalf of our Company in any capacity, including as: an employee, director, officer, worker, consultant, volunteer, supplier or service provider. All our employees receive Modern Slavery and Human Trafficking Awareness training, and this also forms part of the Induction process for new starters.

The Company's Production Director is the management representative responsible on a day to day basis for this policy, but the Managing Director is ultimately responsible for allocating the resource and signing the document.

Our suppliers

We set requirements for all our suppliers through our Supplier Code of Conduct for our Supply Chain and take appropriate measures to ensure that our suppliers adhere to the same high standards. In it, we make it clear what expectations and requirements we have in connection to their social responsibility practices. The Code is based on the UN Global Compact and those identified under UK law. The Supplier Code of Conduct includes requirements concerning human rights and forced labour. We carry out a risk assessment of the suppliers, based on the manufacturing process, industry knowledge and the location of the production facility. We have robust processes and policies in place as well as using well established, reputable partners and conduct quarterly reviews.

In cases where we judge that there is a greater risk of the requirements in our code not being fulfilled, we carry out an audit on site at the supplier's premises. Audits are also carried out for all new suppliers. All on-site audits result in the creation of a Supplier Code of Conduct report. If discrepancies are identified during a supplier audit, the supplier is required to draw up an action plan to rectify the discrepancy. The supplier's action is then followed up through evidence and verifications, or on-site visits. If a supplier is found to have breached this policy and not implemented the rectification plan and found to still have slavery or human trafficking in their business, or knowingly within their supply chain, our Company will terminate the contract with them and pursue its legal remedies against that supplier.

Our Code of Conduct describes our principles in the areas of human rights, labour rights, environmental practice and anti-corruption. The code is based on the company's core values and the UN's Global Compact. All departments and employees in the Company are obliged to respect and follow the Code of Conduct. Verco want to have an open corporate culture where everyone feels safe to speak up when problems are discovered. Any suspicion of irregularities or deviations from the Code of Conduct are required to be reported. Primarily, these suspicions are raised with the nearest manager. We have a whistle-blower policy in place, which enables employees to anonymously report breaches of the code without fear of reprisals. Identified breaches of reports filed through the whistleblowing system are received and handled confidentially by the

central crisis management team consisting of; our Production Director, Procurement Manager and our company's elected Equal Rights Champion within the workplace. The crisis management team initiates necessary investigations and actions, or directs the case to the right decision maker in the organisation.

Verco operates an integrated management system accredited to ISO 9001, ISO 14001 and ISO 45001 to ensure that all Company activities are planned to make certain they are carried out effectively and efficiently, while complying with Company policies, including those related to Modern Slavery and Human trafficking. To date we have not been made aware of any human trafficking/slavery activities within the supply chain, but if any were highlighted to us then we would act immediately, in accordance with the above procedures and our legal and moral obligations.



Richard W.S. Vere
Managing Director

Verco Office Furniture Limited

Date: 30/08/2023

Process Map – Social Value: Tackling Economic Inequality and Modern Slavery Risks



Supply chain

Tier 1 Suppliers

- Site visits and Annual and/or Random Audits** – Search for indicators e.g. under-pricing or unethical practices. Explain sanctions for non-compliance
- Offer training/mentoring to partners** - in support of introducing or improving ethical work practices. Explain sanctions for non-compliance
- Record and continually assess** – review Health & Safety and working procedures, explain sanctions for non-compliance
- Monitoring of the Global Slavery Index** –

Tier 2 Suppliers

Tier 2 Supplier Questionnaire – Encourage the same Tier 1 supplier requirements for all Tier 2 suppliers and measures to ensure principles are maintained. Including the explanation of the sanctions for non-compliance

SA8000
Non-UK based Suppliers – Required to demonstrate certification to SA8000 or IMO Fair for Life Programme

Good Work Plan
UK based Suppliers – Required to implement the Governments Good Work Plan

Supplier Questionnaire verco

Supplier Questionnaire – Sets requirements for all suppliers and measures to ensure principles are maintained

- Verco openly advertise Company policies.
- All staff undergo an induction programme, including training in Modern Slavery and Human trafficking awareness.
- All staff receive a handbook including our workplace policies, grievance procedures, environmental commitments, security issues and our Whistle blowing policy.
- Ongoing career progression is encouraged.
- Verco offer apprenticeship training.

Modern Slavery Policy verco

Modern Slavery Policy – Published on our Website, to make public the steps we have taken to ensure our business, as well as our supply chains are free from Human slavery and Human trafficking



Trade Union representation - Staff free to join any Trade Union of their choice



Verco's Board of Directors are committed to preventing acts of modern slavery and human trafficking, within our business and our supply chain – We comply with the Modern Slavery Act 2015 (and 2018 reviews) and encourage our suppliers to do so too.

Monitor ISO Standards - ISO 45001, 9001, 14001 as evidence of commitment



Review Government initiatives to ensure our MSP remains current

Ethics Policy - Make public the steps we take to ensure that Verco and it's supply chain act in accordance to our Code of Conduct

verco Ethics Policy