

Anti-Slavery and Human Trafficking Procedure

Effective Date: 3rd December 2024

Review Date: 3rd June 2025

1. Purpose

Yorkshire Building Control Ltd is committed to acting ethically and with integrity in all business dealings and relationships, and to implementing and enforcing effective systems to prevent modern slavery and human trafficking in our business and supply chains. This document sets out our procedure to ensure compliance with the Modern Slavery Act 2015.

2. Scope

This procedure applies to:

- All Yorkshire Building Control Ltd employees, regardless of seniority or location.
- Suppliers, subcontractors, and other business partners involved in the provision of goods and services.

3. Definitions

- **Modern Slavery:** Encompasses slavery, servitude, forced or compulsory labour, and human trafficking.
- **Human Trafficking:** Arranging or facilitating the travel of another person with a view to exploiting them.
- **Forced or Compulsory Labour:** Work or services performed under the menace of penalty and for which the person has not offered themselves voluntarily.

4. Responsibilities

- **Managing Director:**
 - Ultimate responsibility for ensuring that this procedure is implemented and reviewed.
- **Managers and Supervisors:**
 - Responsible for ensuring that team members understand and adhere to this procedure.
 - Promote awareness and provide guidance on modern slavery risks.

- **Employees:**
 - Required to be vigilant and report any concerns related to modern slavery.
 - Complete any mandatory training as required.
- **Suppliers and Contractors:**
 - Expected to adhere to our standards and demonstrate their own commitment to preventing modern slavery.

5. Procedure

5.1 Risk Assessment and Identification

- Conduct periodic risk assessments to identify areas of the business and supply chain where there is a higher risk of modern slavery.
- Use a risk-based approach to assess suppliers and contractors.
- Document findings and implement mitigation measures where necessary.

5.2 Supplier and Contractor Due Diligence

- Require suppliers and contractors to complete a due diligence questionnaire addressing their policies and procedures on modern slavery.
- Evaluate suppliers' modern slavery statements and policies as part of the procurement process.
- Include anti-slavery obligations in contracts with suppliers and contractors.
- Periodically audit high-risk suppliers and contractors to ensure compliance.

5.3 Training and Awareness

- Provide training to employees on identifying the signs of modern slavery and how to report concerns.
- Ensure that new employees receive information on modern slavery risks during induction.

5.4 Reporting and Whistleblowing

- Encourage open communication and a culture of speaking up.
- Employees and stakeholders can report concerns confidentially through:
 - **Email:** wendy.blades@yorkshirebc.co.uk
 - **Phone:** 01377 256 538
- All reports will be treated seriously, confidentially, and without fear of reprisal.

5.5 Investigation and Response

- Concerns will be promptly and thoroughly investigated by a designated manager or compliance officer.
- If modern slavery is identified, immediate steps will be taken to protect victims and remediate the situation.
- Disciplinary action will be taken against any employee found to be involved in modern slavery, up to and including termination of employment.

5.6 Remediation

- Work with relevant authorities and organisations to support victims of modern slavery.
- Review and, where necessary, terminate relationships with suppliers or contractors that fail to meet our standards.

6. Compliance

Yorkshire Building Control Ltd will:

- Publish a Modern Slavery and Human Trafficking Statement annually, outlining our actions and progress.
- Comply with all applicable laws and regulations.
- Monitor and update our procedures in line with legal and best practice developments.

7. Monitoring and Review

- This procedure is reviewed annually or when significant changes occur.
- Key performance indicators (KPIs) may be established to measure the effectiveness of our efforts, including:
 - Number of employee training completions.
 - Number of supplier assessments conducted.
 - Number of reported concerns and outcomes.

8. Related Policies and Documents

- **Modern Slavery and Human Trafficking Statement**
- **Whistleblowing Policy**
- **Code of Conduct**
- **Supplier Code of Conduct**
- **Equal Opportunities Policy**
- **Health and Safety Policy**

9. Contact Details

Yorkshire Building Control Ltd

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