

## Modern Slavery Policy

The UK Modern Slavery Act 2015 requires businesses to state the actions they have taken and will take to ensure that modern slavery is not taking place in their operations and their supply chains.

We are fully committed to playing our part in eradicating modern slavery. We aim to run out business in a way that makes a positive contribution to our staff, customers and community.

### Overview and how we define Modern Slavery

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.

At Alliot Technologies 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. We will not tolerate it.

The Company's HR Manager is appointed as the Anti-Slavery Officer ('ASO') and is responsible for this policy.

This policy will be held within Employee Handbook and made available to suppliers and customers on request. It is a statement of intent and does not form part of any employees contract of employment. We will review this policy on a regular basis and reserve the right to amend this policy at any time.

All staff will be required to read and comply with this policy. For these purposes staff includes anyone who works for, or on behalf of, the Company in any capacity including as: a director, officer, employee, apprentice, worker, agency worker, consultant, volunteer, supplier or service provider.

A failure to comply with this policy may result in disciplinary action including dismissal, and/or termination of the contract between you and the Company. It could also involve other legal steps being taken against you.

## **Preventing slavery and human–trafficking in our business**

The Company makes appropriate checks on all staff to ensure that we know who is working for us. This will include identity and right to work checks.

We provide every employee with a written contract of employment and will confirm terms with other staff in writing either directly or via a recruitment agency as appropriate. We pay every employee at least the UK National Minimum Wage for every hour (or part hour) worked in accordance with UK law.

We comply with our legal obligations to ensure that all staff have minimum rest breaks and rest periods in accordance with UK law. We provide staff with a minimum of 5.6 weeks' paid holiday per year and ensure that staff are able to take time off work for holiday, sickness or for family reasons (including maternity, paternity, adoption and parental leave, and time off in an emergency to deal with urgent family matters).

We are an equal opportunities employer. We treat people with respect irrespective of age, sex, disability, sexual orientation, race, colour, religion, ethnic origin or belief. We make employment decisions solely on the basis of job–related skills, experience and performance. We will not tolerate discriminatory behaviour by our staff. Our equality opportunities policy is in our Employee Handbook and a copy is available from the HR Manager.

We encourage openness and transparency. Our staff are encouraged to inform us if they have any concerns about the running of our business or behaviour of colleagues or suppliers, including, for example, any concerns about potentially unlawful behaviour, breaches of human rights, or health and safety risks. Our whistleblowing policy is in our Employee Handbook and a copy is available from the HR Manager.

## **Looking after our people**

Our staff and visitors to our premises rightly expect to be kept safe. Accidents and injuries can cause distress to all individuals involved in and affected by them and we recognise that they also have a cost to our business through absence from work, investigation and rectification, and compensation. Failure to deliver on health and safety matters therefore has a significant impact on our people and our business and we must take all reasonable steps to avoid this.

We ensure that our site, equipment is well maintained and safe to operate. We ensure that appropriate personal protective equipment is provided where necessary to ensure the comfort and safety of staff and visitors to our site.

We have health and safety rules and procedures in place which govern our workplace and the way that we work. These rules and procedures are available from the HR Manager or the Technical Solutions Director.

We clearly display our rules and procedures within our work place and we provide training to new staff during induction and to existing staff.

Our Technical Solutions Director is responsible for Health and Safety and is responsible for reviewing and updating our health and safety rules and procedures, ensuring safe systems of working, dealing with the maintenance and provision of safe site machinery equipment and personal protective equipment, and dealing with any breaches of health and safety or accidents arising.

Our Technical Solutions Director reports in to the other Directors of the company and health and safety matters are discussed within board meetings wherever necessary and appropriate.

## **What is your role?**

Staff:

- you must attend and comply with any health and safety training provided;

- you must familiarise yourself with and comply with our health and safety rules and procedures;
- you must take all reasonable precautions to ensure that there is a safe working environment for you and your colleagues – if you see something that is unsafe or cause an accident report it;
- you must not engage in any horseplay or actions that might pose a risk to health and safety of you or others.

#### Managers:

- in addition to the above, you must lead by example and demonstrate safe working at all times;
- you must ensure that your staff understand health and safety risks and comply with our rules and procedures to avoid those risks;
- if you see a member of staff working in a way that could harm them or others, step in and remind them of the safe way to work and consider whether the matter needs to be escalated for further training and/or disciplinary action.

#### Visitors:

- you will be asked to sign in and out of our site, please do not come on to our site without signing in or leave without signing out;
- you will be accompanied on our site by a member of staff, please do not go off on your own without their agreement and please do not enter any areas that are restricted or that contain heavy machinery or forklift trucks;
- you may be asked to wear personal protection equipment such as a high vis jacket or hard hat, please make sure you wear these items.

## Procurement

Decent working conditions are important in helping people live better lives. We aim to develop long term relationships with suppliers that we know and trust so that we can be confident that they provide decent working conditions for their own staff.

When choosing a supplier to work with, price will not be the only factor we look at. The quality of their product, and their reliability and approach to ethical responsibility are

important considerations too. We will be alert to potential problems such as unsafe working conditions, underage or illegal workers and abusive behaviour. We will make reasonable enquiries of suppliers for example by talking to them, visiting them (if appropriate) and making online enquiries to identify any potential issues. If we ever have reason to believe that a supplier is behaving unethically we will cease dealings with them until the matter is resolved or permanently (if appropriate).

We will work ethically with suppliers. For example, we will work with suppliers who produce quality products and services and we will try not to make last minute changes to orders or commitments that may lead suppliers to feel obliged to cut corners to meet our requirements as this may have a negative impact on working conditions and produce quality.

### **If you are one of our Suppliers**

If you supply the Company with goods or services, you must assess your business and supply chains and confirm to our HR Manager (ASO) that you comply with your legal obligations, in relation to Modern Slavery, and are committed to ensuring there is no slavery, forced labour or servitude, child labour or human trafficking taking place in your business, or any of your supply chains.

If you breach this policy, or are found to have slavery or human–trafficking in your business, or knowingly in your supply chain, the Company may terminate the contract with you, report you to appropriate authorities and pursue its legal remedies against you.

### **If you are an Employee or Worker providing services for us**

You must immediately report any suspicions of Modern Slavery or human–trafficking in our business or supply chains to our ASO. Our ASO will investigate and report to our Directors, within a reasonable time, on actions which may require to be taken.

You will not suffer any detrimental treatment as a result of reporting any genuine concerns, raised in good faith, under this policy. This applies, even if after investigation,

they are found to be mistaken. If you believe that you have suffered any such treatment, you should immediately inform our ASO and if you are an employee, refer to our Grievance and Whistleblowing Policies.