

## 1. Policy Statement

Workstation Specialists is committed to ensuring that modern slavery does not take place in any part of our business or supply chains. We are dedicated to maintaining ethical business practices, promoting respect for human rights, and ensuring compliance with all relevant laws related to modern slavery and human trafficking. This policy outlines our approach to prevent modern slavery, identify any risks, and respond to potential violations.

## 2. Purpose of the Policy

The purpose of this Modern Slavery Policy is to:

- Define modern slavery and human trafficking.
- Outline the steps we are taking to prevent modern slavery within our business and supply chains.
- Set clear expectations for all employees, suppliers, contractors, and business partners.
- Comply with applicable legislation, including the Modern Slavery Act 2015 (UK) or similar regulations in other jurisdictions.

## 3. Definition of Modern Slavery

Modern slavery is an umbrella term that includes slavery, servitude, forced or compulsory labour, and human trafficking. This policy covers all forms of modern slavery where individuals are forced to work under threat, through coercion, deception, or exploitation, and where their freedom is restricted.

## 4. Our Commitment

At Workstation Specialists we are committed to:

- Ensuring our operations and supply chains are free from modern slavery.
- Acting ethically and transparently in all business dealings.
- Upholding international human rights standards, such as the Universal Declaration of Human Rights and the International Labour Organization's (ILO) standards.
- Preventing exploitation and promoting fair working conditions for all employees and workers in our supply chains.

## 5. Responsibility

- **Board of Directors:** The Board is responsible for ensuring the implementation of this policy and compliance with relevant modern slavery laws.
- **Senior Management:** Senior management is responsible for ensuring that this policy is applied across the organization and for identifying potential risks.
- **Employees:** All employees have a responsibility to uphold this policy and report any concerns regarding modern slavery or human trafficking.

## 6. Risk Assessment and Due Diligence

We conduct regular risk assessments to identify areas where modern slavery may exist, both within our operations and across our supply chains. This involves:

- Evaluating our suppliers' and contractors' practices and ensuring they adhere to our standards.
- Ensuring that recruitment processes are fair and transparent.
- Conducting due diligence on third-party organizations with which we partner to identify and mitigate any potential risks.

## 7. Recruitment and Employment

We are committed to providing a safe, respectful, and legal working environment for all employees. We will:

- Ensure all employees have the right to work in the jurisdiction where they are employed.
- Provide workers with contracts that clearly outline their terms of employment.
- Ensure that no employee is subject to forced, coerced, or exploitative labour.
- Ensure compliance with minimum wage laws and provide fair compensation.

## 8. Training and Awareness

We are committed to raising awareness about modern slavery within our organization. As part of this commitment, we will:

- Provide training for all employees on how to recognize and respond to signs of modern slavery.
- Ensure that relevant staff (e.g. those in procurement, HR, and supply chain roles) are equipped with the knowledge and tools to identify and address modern slavery risks.
- Foster a culture where employees feel empowered to speak out about potential issues without fear of retaliation.

## 9. Reporting and Whistleblowing

We encourage all employees, suppliers, and partners to report any concerns regarding modern slavery or human trafficking. We have a whistleblowing policy in place to ensure that reports are handled confidentially and without fear of retaliation.

To report concerns, employees and partners should contact their line manager. All reports will be investigated, and corrective actions will be taken as necessary.

## 10. Monitoring and Compliance

We will:

- Monitor the effectiveness of this policy through regular audits and inspections of our supply chains.
- Investigate any reported breaches and take immediate action if modern slavery is identified.
- Review and update this policy regularly to ensure compliance with evolving laws and best practices.

## 11. Continuous Improvement

We recognize that the issue of modern slavery is complex and that we must continuously improve our efforts to prevent it. As part of our ongoing commitment, we will:

- Regularly review and assess our approach to modern slavery.
- Implement measures to mitigate risks and improve the working conditions in our supply chains.
- Share knowledge and best practices with our stakeholders to help eliminate modern slavery across industries.

## 12. Conclusion

At Workstation Specialists we are committed to ensuring that our business practices align with the highest ethical standards. We will not tolerate any form of modern slavery or human trafficking, and we will take all necessary steps to prevent, detect, and respond to these crimes. We believe that by working together with our employees, suppliers, and partners, we can contribute to the global effort to eliminate modern slavery.