



## **Slavery and human trafficking policy**

### What is modern slavery and human trafficking?

Modern slavery is a form of organised crime in which people are treated as commodities and exploited for criminal gain. Modern slavery, in particular human trafficking, is an international problem and victims may have entered the United Kingdom legally, on forged documentation or clandestinely, or they may be British citizens living in the United Kingdom.

Modern slavery takes a number of forms, including sexual exploitation, forced labour and domestic servitude, and victims come from all walks of life.

### What we will do to combat modern slavery and human trafficking in our business and supply chain

We will:

- Maintain clear policies and procedures to prevent exploitation and human trafficking, and protect our workforce and reputation;
- Be clear about our recruitment policy;
- Check our supply chain;
- Make appropriate checks on all employees, recruitment agencies, and suppliers;
- Ensure we have in place an open and transparent grievance process for all staff;
- Make a clear statement about our responsibilities under the Modern Slavery Act, to our employees, people working within our supply chain and our customers to make appropriate efforts to ensure modern slavery and human trafficking does not take place within our business or supply chain.

### Role of our managers

Our managers will be alert to the signs that can identify slavery (see section below on how to identify signs of modern slavery).

### Reporting modern slavery

If you suspect someone working within our business or supply chain could be a victim of modern slavery you must report it to the Managing Director

RTD Systems Limited

Unit 10 Mole Business Park, Randalls Road, Leatherhead, Surrey KT22 7BA

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### How to identify signs of slavery

There is no typical victim and some victims do not understand they have been exploited and are entitled to help and support. However, the following key signs could indicate that someone may be a slavery or trafficking victim.

- They are acting as though they are being instructed or coached by someone.
- They allow others to speak for them when spoken to directly.
- They are dropped off and collected from work.
- They are withdrawn or they appear frightened.
- They are not in possession of their own passport, identification or travel documents.
- They have limited social interaction or contact with people outside their immediate environment.

### Areas for attention when looking for signs of modern slavery and human trafficking

We will pay particularly close attention to:

- Our supply chain;
- Any outsourced activities, particularly to jurisdictions that may not have adequate safeguards;

### Our supply chain

We check our supply chain to ensure the potential for slavery and human trafficking is reduced.

We inform the businesses and organisations we work with that we are not prepared to accept any form of exploitation within our supply chain.

### Recruitment and employment

We always ensure all employees have a written contract of employment.

We always ensure our employees are legally able to work in the UK.

We check the names and addresses of our employees are genuine.

We provide information to all employees on their statutory employment rights including sick pay and holiday pay, work breaks and annual leave in our staff handbook.

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Anti-slavery statement

We make a clear statement that we take our responsibilities to our employees, people working within our supply chain and our customers seriously. The statement is reviewed annually.

Manager Circulation

Alan Sheridan Managing Director

Andy Cummings Technical Manager

Carlo Scola Technical Manager

Laura White Sales Administration

Della Gibbons Finance

Jon Swift Production

Glen Gould Stores

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